

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, January 15 at 7:00 P.M.**  
**Lowell City Hall, 107 East Third Street**

**Call to Order/Roll Call/Pledge**

Councilors: Mayor Bennett \_\_\_\_ Angelini \_\_\_\_ Harris \_\_\_\_

**Approval of Agenda**

**New City Council Protocol**

1. Oath of Office
2. Selection of Mayor
3. Selection of Council President

**Consent Agenda:** Council members may request an item be removed from the Consent Agenda to be discussed as the first business item of the meeting.

City Council Executive Session Minutes for December 18, 2018

City Council Meeting Minutes for December 18, 2018

Voucher Directory for December 2018

**Public Comments:** Speakers will be limited to three (3) minutes. The Council may ask questions but will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Administrator to follow up on comments received. When called, please state your name and address for the record. Direct all comments to the Council through the Mayor.

**Council Comments (three minutes per speaker)**

Thoughts and Remembrances of Councilor Maggie Osgood

All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

**Staff Reports:**

- City Administrator Report
- Quarterly Financial Report
- Police Report
- Public Works Report
- Draft Committee Meeting Minutes

**Business Meeting:** Items Removed from Consent Agenda

**Old Business:** None

**New Business:**

1. Resolution 710 – Naming Library for Maggie Osgood – Discussion/Possible Action
2. Review and Acceptance of FY 2017/18 Audit – Discussion/Possible Action
3. Review Committee Applications – Discussion/Possible Action
4. Professional Services Agreement – The Urban Collaborative – Discussion/Possible Action
5. City Council Meeting Calendar – Discussion/Possible Action
6. Grant Agreement – The Ford Family Foundation – Discussion/Possible Action
7. Memorandum of Understanding – Rural Development Initiatives – Discussion/Possible Action

**Other Business**

**Mayor Comments**

**Community Comments:** Limited to two (2) minutes if prior to 9:30 P.M.

**Adjourn**

**Future Meetings / Dates to Remember:**

- |         |   |
|---------|---|
| 1-17-19 | Parks & Recreation Master Plan Open House at 5 PM at Lowell Fire Department     |
| 1-17-19 | Parks & Recreation Steering Committee Meeting at 7 PM at Lowell Fire Department |
| 1-21-19 | City Hall/Library Closed in Observance of Martin Luther King Day                |
| 1-28-19 | Lowell School District Board Meeting at 7 PM at PDC in Lundy                    |
| 2-04-19 | Economic Development Committee Meeting at 7 PM at City Hall                     |
| 2-05-19 | City Council Study Session at 7 PM at City Hall                                 |
| 2-06-19 | Planning Commission Meeting at 7 PM at City Hall                                |
| 2-07-19 | Parks & Recreation Committee Meeting at 7 PM at City Hall                       |
| 2-18-19 | City Hall/Library Closed in Observance of President’s Day                       |
| 2-19-19 | City Council Meeting at 7 PM at City Hall                                       |

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Consent Agenda

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The Consent Agenda for the January 15, 2019 City Council meeting includes the City Council Executive Session minutes for December 18, 2018, City Council Meeting Minutes for December 18, 2018 and Voucher Directory for December 2018.

**FISCAL IMPACT:**

1. City Council Executive Session Minutes – December 18, 2018
2. City Council Meeting Minutes – December 18, 2018
3. Voucher Directory – December 2018.

**COURSES OF ACTION:**

1. Motion to approve the consent agenda as presented.
2. Motion to remove an item from the consent agenda and place on the Business Meeting for additional review, discussion or amendment.

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

1. City Council Executive Session Minutes – December 18, 2018
2. City Council Meeting Minutes – December 18, 2018
3. Voucher Directory – December 2018

**City of Lowell, Oregon**  
**Minutes of the City Council Executive Session**  
**December 18, 2018**

The Executive Session was called to order at 6:30 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Patricia Angelini, Gail Harris

**Member Absent:** Maggie Osgood

**Executive Session: ORS 192.660(2)(i)** – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request and open hearing.

Adjourn: 6:55 PM

Approved: \_\_\_\_\_  
Don Bennett, Mayor \_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder \_\_\_\_\_  
Date

DRAFT

**City of Lowell, Oregon  
Minutes of the City Council Regular Session  
December 18, 2018**

The Regular Session was called to order at 7:02 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Patricia Angelini

**Member Absent:** Maggie Osgood

**Consent Agenda: Mayor Bennett moved to approve consent agenda, second by Councilor Harris. PASS 3:0**

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA Cobb reported on the following topics: Covered Bridge Tree Lighting success, City Hall/Library Holiday Operating Hours, closing early on Christmas Eve and New Year's Eve, 2019 City Council Meeting Schedule was presented, Project Updates, and League of Oregon Cities Highlights.

**Financial Report:** November Financial Report as provided in packet.

**Police Report:** November report provided in packet.

**Public Works Report:** Max Baker, Public Works Director presented report. Topics included: Staff are working on catch basin and culvert cleaning/inspections, street sign inventory, park inspections, headworks unit was cleaned and serviced after a blockage, heavy winds caused power outage at the lift station, treatment plant was shut down for maintenance, inspection and cleaning of the sedimentation basin, and servicing fire hydrants.

**Old Business: None**

**New Business:**

- **Professional Services Agreement -** CA presented the service contract with The Urban Collaborative and recommended changing the Circuit Court location in item #18 to Lane County. **Councilor Angelini moved to approve the Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the contract as amended, second by Councilor Harris. PASS 3:0**
- **Certification of Election Results –** CA presented Resolution 709 – A Resolution certifying the results of the General Election held on November 6, 2018. **Councilor Angelini moved to approve Resolution 709 - A Resolution Canvassing Results of the General Election Held in the City of Lowell, Lane County, Oregon on November 6, 2018, second by Councilor Harris. PASS 3:0**
- **City Administrator Evaluation –** Mayor Bennett stated the Council reviewed the City Administrator's performance for the past year and noted improvements and are pleased with performance. **Mayor Bennett moved to approve a 4% increase in salary with and additional one week vacation, beginning January 2019, second by Councilor Angelini. PASS 3:0**

**Other:**

- CA presented request to close City Hall/Library early on Christmas Eve and New Year's Eve. **Mayor Bennett moved to close City Hall at 1 PM on Christmas Eve and New Year's Eve, and use the Holiday Pay Schedule for compensation, second by Councilor Harris. PASS 3:0**
- CA presented request to show appreciation to the employee's by providing a \$50 gift card. **Mayor Bennett moved to provide a \$50 gift card to the employees, second by Councilor Angelini. PASS 3:0**

**Mayor Comments:** Mayor reported Dexter Fire Dept. had a First Responder Training related to an Active Shooting, a group of Lowell School District students went to Portland to taste food items that will be served in school meals state wide, and the state legislature will focus on raising revenue.

CA noted that City Hall Day will be in January, it's an opportunity to inform legislatures about issues that are important for cities.

**Public Comments:** Hall O'Regan 62 E 3<sup>rd</sup> Street, requested clarification on Parks & Rec. Steering Committee Meeting date, January 17, 2018. CA verified that it was correct.

**Adjourn: 7:52 PM**

Approved: \_\_\_\_\_  
Don Bennett, Mayor Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder Date



# Voucher Directory

Fiscal : 2018-2019 - December 2018  
Council Date : All

Vendor	Number	Reference	Account Number	Description	Amount
<b>Advantage Clinic Properties</b>	<b>15119</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - Refund 172 E 3rd Street</b>			
			030-025-4428	Credit Memo Utilities - (Pre-paid)	\$84.33
		<b>Total Invoice - Refund 172 E 3rd Street</b>			<b>\$84.33</b>
	<b>Total 15119</b>				<b>\$84.33</b>
<b>Total Advantage Clinic Properties</b>					<b>\$84.33</b>
<b>Brian J Jensen Computer &amp; Network Services</b>	<b>15111</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 5083</b>			
			010-100-6022	IT Services	\$36.00
			010-150-6022	IT Services	\$3.60
			030-100-6022	IT Services	\$16.20
			040-100-6022	IT Services	\$16.20
		<b>Total Invoice - 5083</b>			<b>\$72.00</b>
	<b>Total 15111</b>				<b>\$72.00</b>
<b>Total Brian J Jensen Computer &amp; Network Services</b>					<b>\$72.00</b>
<b>Bridge Town Market</b>	<b>15089</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 12/5/2018 12:12:52 PM</b>			
			010-100-6134	General Supplies	\$14.80
			010-120-6610	Gas & Oil	\$275.71
			012-100-6190	Miscellaneous Expenses	\$5.58
			030-100-6134	General Supplies	\$16.17
			030-100-6610	Gas & Oil	\$322.86
			030-100-6720	Chemicals & Lab Supplies	\$12.14
			040-100-6134	General Supplies	\$29.35
			040-100-6610	Gas & Oil	\$232.53
			040-100-6720	Chemicals & Lab Supplies	\$19.03
		<b>Total Invoice - 12/5/2018 12:12:52 PM</b>			<b>\$928.17</b>
	<b>Total 15089</b>				<b>\$928.17</b>
<b>Total Bridge Town Market</b>					<b>\$928.17</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Cascade Columbia</b>					
	15112			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 737925</b>			
			040-100-6720	Chemicals & Lab Supplies	\$1,001.36
		<b>Total Invoice - 737925</b>			<b>\$1,001.36</b>
	<b>Total 15112</b>				<b>\$1,001.36</b>
<b>Total Cascade Columbia</b>					<b>\$1,001.36</b>
<b>Century Link</b>					
	15103			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 12/11/2018 12:05:38 PM</b>			
			010-100-6440	Telephone Services	\$143.55
			030-100-6435	Internet Services	\$70.00
			030-100-6440	Telephone Services	\$236.74
			040-100-6440	Telephone Services	\$74.74
		<b>Total Invoice - 12/11/2018 12:05:38 PM</b>			<b>\$525.03</b>
	<b>Total 15103</b>				<b>\$525.03</b>
<b>Total Century Link</b>					<b>\$525.03</b>
<b>CenturyLink Business Services</b>					
	15104			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 1456590794</b>			
			010-100-6440	Telephone Services	\$1.31
		<b>Total Invoice - 1456590794</b>			<b>\$1.31</b>
	<b>Total 15104</b>				<b>\$1.31</b>
<b>Total CenturyLink Business Services</b>					<b>\$1.31</b>
<b>City of Lowell</b>					
	15090			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 12/5/2018 1:00:41 PM</b>			
			010-100-6420	Water Services	\$26.13
			010-100-6425	Sewer Services	\$43.88
			010-120-6420	Water Services	\$55.59
			010-120-6425	Sewer Services	\$117.02
			010-150-6420	Water Services	\$8.71
			010-150-6425	Sewer Services	\$14.63
			030-100-6420	Water Services	\$51.56
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$904.75
			040-100-6425	Sewer Services	\$526.59
		<b>Total Invoice - 12/5/2018 1:00:41 PM</b>			<b>\$1,807.37</b>
	<b>Total 15090</b>				<b>\$1,807.37</b>
<b>Total City of Lowell</b>					<b>\$1,807.37</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Civil West Engineering</b>					
	<b>15105</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 2101.014.005</b>			
			012-100-6016	Engineering Services	\$5,572.06
		<b>Total Invoice - 2101.014.005</b>			<b>\$5,572.06</b>
	<b>Total 15105</b>				<b>\$5,572.06</b>
<b>Total Civil West Engineering</b>					<b>\$5,572.06</b>
<b>Cobb, Jared</b>					
	<b>15117</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 12/19/2018 12:16:38 PM</b>			
			010-100-6510	Council Expenditure	\$1,797.00
		<b>Total Invoice - 12/19/2018 12:16:38 PM</b>			<b>\$1,797.00</b>
	<b>Total 15117</b>				<b>\$1,797.00</b>
	<b>15120</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - Gift Cards 2018</b>			
			010-100-6510	Council Expenditure	\$260.00
		<b>Total Invoice - Gift Cards 2018</b>			<b>\$260.00</b>
	<b>Total 15120</b>				<b>\$260.00</b>
<b>Total Cobb, Jared</b>					<b>\$2,057.00</b>
<b>DEQ -Financial Services Revenue Section</b>					
	<b>15091</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - Renewal 2 year - Thom Von Flatern</b>			
			040-100-6120	Publications, Printing & Dues	\$160.00
		<b>Total Invoice - Renewal 2 year - Thom Von Flatern</b>			<b>\$160.00</b>
	<b>Total 15091</b>				<b>\$160.00</b>
<b>Total DEQ -Financial Services Revenue Section</b>					<b>\$160.00</b>
<b>First American Title</b>					
	<b>15092</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 12/5/2018 11:23:50 AM</b>			
			010-120-8020	Capital Outlay - Parks Improvements	\$165,036.53
		<b>Total Invoice - 12/5/2018 11:23:50 AM</b>			<b>\$165,036.53</b>
	<b>Total 15092</b>				<b>\$165,036.53</b>
<b>Total First American Title</b>					<b>\$165,036.53</b>
<b>Hunter Communications</b>					
	<b>15113</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 12/19/2018 9:32:34 AM</b>			
			010-100-6435	Internet Services	\$77.47
			010-150-6435	Internet Services	\$77.47
		<b>Total Invoice - 12/19/2018 9:32:34 AM</b>			<b>\$154.94</b>
	<b>Total 15113</b>				<b>\$154.94</b>
<b>Total Hunter Communications</b>					<b>\$154.94</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>J &amp; K Electrical LLC</b>					
	15093			<b>2018-2019 - December 2018 - 1st Council</b>	
		Invoice - 1447A			
			030-100-6224	Equipment Repair & Maintenance	\$479.60
		<b>Total Invoice - 1447A</b>			<b>\$479.60</b>
	<b>Total 15093</b>				<b>\$479.60</b>
<b>Total J &amp; K Electrical LLC</b>					
<b>\$479.60</b>					
<b>Lane County Animal Services</b>					
	15114			<b>2018-2019 - December 2018 - 2nd Council</b>	
		Invoice -PWA00009273			
			010-160-6028	Other Contract Services	\$420.30
		<b>Total Invoice -PWA00009273</b>			<b>\$420.30</b>
	<b>Total 15114</b>				<b>\$420.30</b>
<b>Total Lane County Animal Services</b>					
<b>\$420.30</b>					
<b>Lane Electric Cooperative</b>					
	15094			<b>2018-2019 - December 2018 - 1st Council</b>	
		Invoice - 12/5/2018 12:58:15 PM			
			010-100-6430	Electricity Services	\$154.18
			010-120-6430	Electricity Services	\$47.72
			010-150-6430	Electricity Services	\$51.39
			010-170-6226	Covered Bridge Maintenance	\$67.35
			012-100-6430	Electricity Services	\$1,206.21
			030-100-6430	Electricity Services	\$1,339.09
			040-100-6430	Electricity Services	\$1,746.54
		<b>Total Invoice - 12/5/2018 12:58:15 PM</b>			<b>\$4,612.48</b>
	<b>Total 15094</b>				<b>\$4,612.48</b>
<b>Total Lane Electric Cooperative</b>					
<b>\$4,612.48</b>					
<b>Lowell Mini Storage</b>					
	1688			<b>2018-2019 - December 2018 - 2nd Council</b>	
		Invoice - Jan. 2019			
			014-100-6605	Rent	\$80.00
		<b>Total Invoice - Jan. 2019</b>			<b>\$80.00</b>
	<b>Total 1688</b>				<b>\$80.00</b>
<b>Total Lowell Mini Storage</b>					
<b>\$80.00</b>					
<b>National Center for Executive Leadership and School Board Development</b>					
	15095			<b>2018-2019 - December 2018 - 1st Council</b>	
		Invoice - 2113			
			010-100-6028	Other Contract Services	\$500.00
		<b>Total Invoice - 2113</b>			<b>\$500.00</b>
	<b>Total 15095</b>				<b>\$500.00</b>
<b>Total National Center for Executive Leadership and School Board Development</b>					
<b>\$500.00</b>					

Vendor	Number	Reference	Account Number	Description	Amount
<b>Nichols Layli</b>					
	<b>15106</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - Nov.30, 2018</b>			
			010-100-6014	Financial Services	\$198.25
			012-100-6014	Financial Services	\$66.08
			030-100-6014	Financial Services	\$198.25
			040-100-6014	Financial Services	\$198.25
		<b>Total Invoice - Nov.30, 2018</b>			<b>\$660.83</b>
	<b>Total 15106</b>				<b>\$660.83</b>
<b>Total Nichols Layli</b>					<b>\$660.83</b>
<b>Northwest Code Professionals</b>					
	<b>15096</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 2244</b>			
			010-140-6524	Building Permit Costs	\$1,635.04
			010-140-6525	Electrical Permit Costs	\$429.75
		<b>Total Invoice - 2244</b>			<b>\$2,064.79</b>
	<b>Total 15096</b>				<b>\$2,064.79</b>
<b>Total Northwest Code Professionals</b>					<b>\$2,064.79</b>
<b>OHA Cashier</b>					
	<b>15097</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 41-00492</b>			
			030-100-6120	Publications, Printing & Dues	\$75.00
		<b>Total Invoice - 41-00492</b>			<b>\$75.00</b>
		<b>Invoice - Renewal Max Baker</b>			
			030-100-6120	Publications, Printing & Dues	\$210.00
		<b>Total Invoice - Renewal Max Baker</b>			<b>\$210.00</b>
	<b>Total 15097</b>				<b>\$285.00</b>
<b>Total OHA Cashier</b>					<b>\$285.00</b>
<b>One Call Concepts</b>					
	<b>15098</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 8110421</b>			
			030-100-6230	Other Repair & Maintenance	\$4.20
			040-100-6230	Other Repair & Maintenance	\$4.20
		<b>Total Invoice - 8110421</b>			<b>\$8.40</b>
	<b>Total 15098</b>				<b>\$8.40</b>
<b>Total One Call Concepts</b>					<b>\$8.40</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Oregon Dept.of Revenue</b>	<b>1604</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - November 2018 Fines</b>			
			010-180-6560	State Assessments	\$45.00
		<b>Total Invoice - November 2018 Fines</b>			<b>\$45.00</b>
	<b>Total 1604</b>				<b>\$45.00</b>
<b>Total Oregon Dept.of Revenue</b>					<b>\$45.00</b>
<b>Purchase Power</b>	<b>20181219</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - EFT Check</b>			
			010-100-6126	Postage	\$30.00
			010-100-6126	Postage	\$33.62
			030-100-6126	Postage	\$60.00
			040-100-6126	Postage	\$60.00
		<b>Total Invoice - EFT Check</b>			<b>\$183.62</b>
	<b>Total 20181219</b>				<b>\$183.62</b>
<b>Total Purchase Power</b>					<b>\$183.62</b>
<b>Renewable Resource Group Inc.</b>	<b>15099</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 110187, 110188, 110189, 110232</b>			
			030-100-6722	Water/Sewer Analysis	\$322.20
			040-100-6722	Water/Sewer Analysis	\$403.20
		<b>Total Invoice - 110187, 110188, 110189, 110232</b>			<b>\$725.40</b>
	<b>Total 15099</b>				<b>\$725.40</b>
<b>Total Renewable Resource Group Inc.</b>					<b>\$725.40</b>
<b>RG Media Company</b>	<b>15107</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 7388309</b>			
			010-100-6120	Publications, Printing & Dues	\$150.00
		<b>Total Invoice - 7388309</b>			<b>\$150.00</b>
	<b>Total 15107</b>				<b>\$150.00</b>
<b>Total RG Media Company</b>					<b>\$150.00</b>
<b>Sanders, Tim</b>	<b>15100</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 51</b>			
			040-100-6028	Other Contract Services	\$300.00
		<b>Total Invoice - 51</b>			<b>\$300.00</b>
	<b>Total 15100</b>				<b>\$300.00</b>
<b>Total Sanders, Tim</b>					<b>\$300.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>SaniPac</b>	<b>15108</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 12/11/2018 12:02:12 PM</b>			
			010-100-6445	Refuse Services	\$8.21
			010-120-6445	Refuse Services	\$22.50
			010-150-6445	Refuse Services	\$8.21
			030-100-6445	Refuse Services	\$18.92
			040-100-6445	Refuse Services	\$18.92
		<b>Total Invoice - 12/11/2018 12:02:12 PM</b>			<b>\$76.76</b>
	<b>Total 15108</b>				<b>\$76.76</b>
<b>Total SaniPac</b>					<b>\$76.76</b>
<b>Staples Credit Plan</b>	<b>15115</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 12/19/2018 9:33:47 AM</b>			
			010-100-6130	Office Supplies/Equipment	\$129.99
			010-100-6134	General Supplies	\$16.78
			030-100-6134	General Supplies	\$25.82
			040-100-6134	General Supplies	\$11.55
		<b>Total Invoice - 12/19/2018 9:33:47 AM</b>			<b>\$184.14</b>
	<b>Total 15115</b>				<b>\$184.14</b>
<b>Total Staples Credit Plan</b>					<b>\$184.14</b>
<b>Sunbelt Rentals</b>	<b>15101</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 84587847-0001</b>			
			010-170-6226	Covered Bridge Maintenance	\$216.70
			012-100-6230	Other Repair & Maintenance	\$216.70
		<b>Total Invoice - 84587847-0001</b>			<b>\$433.40</b>
	<b>Total 15101</b>				<b>\$433.40</b>
<b>Total Sunbelt Rentals</b>					<b>\$433.40</b>
<b>Travel Lane County</b>	<b>15109</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 14315</b>			
			010-100-6120	Publications, Printing & Dues	\$295.00
		<b>Total Invoice - 14315</b>			<b>\$295.00</b>
	<b>Total 15109</b>				<b>\$295.00</b>
<b>Total Travel Lane County</b>					<b>\$295.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>U.S. Equipment Finance</b>					
	<b>15110</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 372525170</b>			
			010-100-6024	Copier Contract	\$232.88
		<b>Total Invoice - 372525170</b>			<b>\$232.88</b>
	<b>Total 15110</b>				<b>\$232.88</b>
<b>Total U.S. Equipment Finance</b>					<b>\$232.88</b>
<b>USPS</b>					
	<b>15116</b>			<b>2018-2019 - December 2018 - 2nd Council</b>	
		<b>Invoice - 12/19/2018 9:30:46 AM</b>			
			030-100-6126	Postage	\$57.50
			040-100-6126	Postage	\$57.50
		<b>Total Invoice - 12/19/2018 9:30:46 AM</b>			<b>\$115.00</b>
	<b>Total 15116</b>				<b>\$115.00</b>
<b>Total USPS</b>					<b>\$115.00</b>
<b>Verizon Wireless</b>					
	<b>15102</b>			<b>2018-2019 - December 2018 - 1st Council</b>	
		<b>Invoice - 9818913984</b>			
			010-100-6440	Telephone Services	\$52.23
			030-100-6440	Telephone Services	\$52.23
			040-100-6440	Telephone Services	\$52.23
		<b>Total Invoice - 9818913984</b>			<b>\$156.69</b>
	<b>Total 15102</b>				<b>\$156.69</b>
<b>Total Verizon Wireless</b>					<b>\$156.69</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>33</b>		<b>\$189,409.39</b>

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** City Administrator Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The attached City Administrator Report is for the period of December 14 – January 12. The report covers the following topics: Oregon RAIN, Job Openings, Project Updates, and League of Oregon Cities Highlights.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. City Administrator Report



**City Administrator's Office**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** City Administrator Report

### **Oregon RAIN**

Last week I met with Raj Vable, our Oregon RAIN Venture Catalyst, to tour TUMAC, the industrial park, downtown, and housing developments. Raj plans to attend the next Economic Development Committee meeting on Monday, February 4 and the City Council Work Session on Tuesday, February 5 to introduce himself and discuss the entrepreneurship program.

### **Job Openings**

The Public Works Department currently has two openings for utility operators. Staff is in the process of posting the job advertisements. The positions will be posted on the City's website, Facebook, League of Oregon Cities, and the Oregon Chapter of the American Public Works Association.

### **Project Updates**

Staff has developed a "Projects" page on the City website. Residents may access this page to receive updates on City projects by visiting [www.ci.lowell.or.us/projects](http://www.ci.lowell.or.us/projects). The page may also be accessed from the homepage under the "I Want To..." tab.

- *Paul Fisher Park Irrigation Repairs and Improvements* – Staff has ordered a part to complete the hot tap of the water main.
- *Parks and Recreation Master Plan* – An open house to review the concept plans for Rolling Rock Park and the Railroad Right-of-Way is scheduled for Thursday, January 17 from 5:00 – 7:00 p.m. in the Lowell Fire Department Community Room. The Steering Committee will meet afterwards to review feedback and discuss next steps.

### **League of Oregon Cities Highlights**

#### **Small Cell Committees Kick Off**

LOC along with broadband carriers kicked off a series of meetings this week (January 11) to discover opportunities for development of the small cell/5G network. Three committees have



been formed including: Model code, Design Standards, and Public Education. Each of these committees will be meeting three times over the next six weeks. As the conversation matures League staff will provide updates with a possible outcome of a template or model code that has an application across Oregon.

### **LOC Addressing Speaker Kotek's Zoning Mandate**

This week (December 21), news agencies around Oregon published articles about a proposal from House Speaker Tina Kotek (D-Portland) that would eliminate single family zoning in cities with populations exceeding 10,000. The LOC has been working with partners and cities to provide information to Speaker Kotek and her staff about why such a preemption is not acceptable or effective in meeting our shared goals of increasing housing supply for moderate income families in cities across Oregon.

Speaker Kotek's proposal includes a variety of concepts that impact how cities plan for housing and the facilities to service them. The proposal would require cities in excess of 10,000 population to update their zoning codes in 16 months to allow duplexes, triplexes, quadplexes, and cottage clusters by right in areas zoned for single family housing. This mandate directly impacts city authority to determine the best methods for meeting the housing needs of current and future residents. It also impacts a city's broader ability to plan for the development and financing of public facilities to support such a wide range of potential development types.

The LOC has already expressed its opposition to Speaker Kotek for any bill that undermines local authority in the planning process. However, we are also working to develop policy options and technical assistance proposals that will help cities meet the shared goal of increased housing development that meets a variety of price points. These efforts will focus on the issues that cities identified to LOC staff this spring and summer through the policy committee process and at the regional housing workshops that were held in partnership with the state and counties. The LOC wants to move housing forward, and does not accept state-level policies which mandate local zoning decisions.

The LOC will keep its members informed on this ongoing policy conversation throughout the session.

### **City Day at the Capitol – Thursday, January 24**

Registration is now open for City Day at the Capitol, local government's major event of the legislative session, which is scheduled for January 24, 2019 and co-sponsored by the LOC and the Oregon Mayors Association. Most importantly, it is also the opportunity for city officials from around Oregon to stand together in support of the League's advocacy efforts and let legislators know how actions they take could impact local communities.

Highlights of City Day at the Capitol will include a briefing from League staff on legislative priorities, hearing from the legislative leadership about their objectives for the session, individual visits with legislators, and a reception for legislators and city officials.

AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Quarterly Financial Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The Quarterly Financial Report for October – December is attached for your review.

**FISCAL IMPACT:**

All operating funds exceed the minimum unrestricted fund balance of 17% as established by Resolution 644. Revenues for the operating funds are at 67% of budgeted revenues, while expenditures are at 59% of budgeted expenditures (including transfers, excluding contingency and reserves).

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Cash and Investment Activity Report
2. Revenue and Expenditure Report
3. Court Report
4. Employee Liabilities Report

**Cash Balance Report - FY 2019 through December 31**

As of January 11, 2019

Fund Description	Beginning Balance	Revenues	Expenditures	Surplus/ (Deficit)	Ending Balance	Operating Budget	Unrestricted Fund Balance
10 GENERAL FUND	\$209,750	\$437,019	(\$338,139)	\$98,879	\$308,630	\$364,715	85%
12 STREET FUND	\$126,314	\$40,746	(\$55,046)	(\$14,300)	\$112,014	\$93,720	120%
30 WATER FUND	\$142,580	\$177,056	(\$137,776)	\$39,280	\$181,861	\$345,491	53%
40 SEWER FUND	\$122,283	\$194,878	(\$151,919)	\$42,958	\$165,242	\$348,194	47%
14 BBJ FESTIVAL FUND	\$19,303	\$10,425	(\$16,678)	(\$6,254)	\$13,050		
17 SDC FUND	\$397,049	\$7,660	\$0	\$7,660	\$404,709		
20 WATER RESERVE FUND	\$15,752	\$3,938	\$0	\$3,938	\$19,690		
21 SEWER RESERVE FUND	\$6,670	\$1,575	\$0	\$1,575	\$8,245		
50 EQUIPMENT FUND	\$42,803	\$10,000	(\$23,453)	(\$13,453)	\$29,350		
55 DEBT RESERVE FUND	\$28,394	\$0	(\$15,745)	(\$15,745)	\$12,649		
	<b>\$1,110,899</b>	<b>\$883,296</b>	<b>(\$738,756)</b>	<b>\$144,540</b>	<b>\$1,255,439</b>		



# Revenue

Starting Account Number: 010-025-4012 Property Taxes - Current  
Ending Account Number: 060-025-4930 Transfer from Water Fund  
Period: 2018-2019 - December 2018  
Printing: Full  
Non Activity Accounts: Hide  
Balance Records: Hide  
Investment Records: Hide  
Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>GENERAL FUND REVENUES</b>						
010-025-4012	Property Taxes - Current	\$32,696.04	\$119,736.86	\$138,610.00	86.38 %	\$18,873.14
010-025-4014	Property Taxes - Prior	\$129.56	\$4,414.02	\$2,512.00	175.72 %	(\$1,902.02)
010-025-4052	Interest Earned	\$11.66	\$178.82	\$3,500.00	5.11 %	\$3,321.18
010-025-4132	State Revenue Sharing	\$2,490.10	\$4,787.01	\$9,654.00	49.59 %	\$4,866.99
010-025-4134	Cigarette Tax	\$209.94	\$677.87	\$1,199.00	56.54 %	\$521.13
010-025-4136	Liquor Tax	\$1,118.33	\$8,392.84	\$18,280.00	45.91 %	\$9,887.16
010-025-4145	Transient Room Tax	\$0.00	\$0.00	\$332.00	0.00 %	\$332.00
010-025-4151	Grant Revenue	\$0.00	\$0.00	\$63,000.00	0.00 %	\$63,000.00
010-025-4152	Tourism Grant	\$0.00	\$9,639.44	\$9,024.00	106.82 %	(\$615.44)
010-025-4154	Library Summer Reading Program Grant	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-025-4225	Loan Proceeds	\$0.00	\$0.00	\$135,000.00	0.00 %	\$135,000.00
010-025-4310	Cable Franchise Fees	\$0.00	\$1,918.24	\$1,481.00	129.52 %	(\$437.24)
010-025-4312	Electric Franchise Fees	\$0.00	\$24,715.63	\$50,163.00	49.27 %	\$25,447.37
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-025-4316	Telecom Franchise Fees	\$0.00	\$0.00	\$2,335.00	0.00 %	\$2,335.00
010-025-4352	Land Use/ Development	\$758.00	\$874.00	\$7,500.00	11.65 %	\$6,626.00
010-025-4354	Permits & Variances	\$0.00	\$220.00	\$100.00	220.00 %	(\$120.00)
010-025-4356	Building Permit Fees	\$3,476.60	\$26,492.15	\$39,450.00	67.15 %	\$12,957.85
010-025-4358	Electrical Permit Fees	\$1,155.84	\$4,281.76	\$5,810.00	73.70 %	\$1,528.24
010-025-4360	Dog Licenses	\$14.00	\$524.00	\$500.00	104.80 %	(\$24.00)
010-025-4415	Library Revenue	\$6.95	\$290.40	\$500.00	58.08 %	\$209.60
010-025-4417	Lien Searches	\$20.00	\$400.00	\$200.00	200.00 %	(\$200.00)
010-025-4419	Election Filing Fees	\$0.00	\$50.00	\$50.00	100.00 %	\$0.00
010-025-4421	SDC/CET Admin Fee	\$0.00	\$646.60	\$3,730.00	17.34 %	\$3,083.40
010-025-4423	Pay Station Revenue	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-025-4511	Park Reimbursement SDC	\$0.00	\$0.00	\$735.00	0.00 %	\$735.00
010-025-4625	Municipal Court Revenue	\$25.00	\$2,064.49	\$2,000.00	103.22 %	(\$64.49)
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$226,362.89	\$226,714.39	\$2,000.00	11,335.72 %	(\$224,714.39)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total REVENUES</b>		<b>\$268,474.91</b>	<b>\$437,018.52</b>	<b>\$504,065.00</b>	<b>86.70 %</b>	<b>\$67,046.48</b>
<b>Total GENERAL FUND</b>		<b>\$268,474.91</b>	<b>\$437,018.52</b>	<b>\$504,065.00</b>	<b>86.70 %</b>	<b>\$67,046.48</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>REVENUES</b>						
012-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-025-4142	State Distributions	\$7,347.47	\$40,745.78	\$77,554.00	52.54 %	\$36,808.22
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
<b>Total REVENUES</b>		<b>\$7,347.47</b>	<b>\$40,745.78</b>	<b>\$79,659.00</b>	<b>51.15 %</b>	<b>\$38,913.22</b>
<b>Total STREET FUND</b>		<b>\$7,347.47</b>	<b>\$40,745.78</b>	<b>\$79,659.00</b>	<b>51.15 %</b>	<b>\$38,913.22</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>REVENUES</b>						
014-025-4052	Interest Earned	\$0.00	\$1.60	\$10.00	16.00 %	\$8.40
014-025-4852	Miscellaneous Revenue	\$0.00	\$328.00	\$500.00	65.60 %	\$172.00
014-025-4860	Craft/Commercial Booth Sales	\$0.00	\$235.00	\$3,000.00	7.83 %	\$2,765.00
014-025-4862	Food Booth Sales	\$0.00	\$530.00	\$800.00	66.25 %	\$270.00
014-025-4864	Jam Sales	\$15.00	\$1,130.00	\$1,000.00	113.00 %	(\$130.00)
014-025-4866	Quilt Raffle Sales	\$0.00	\$2,358.02	\$4,000.00	58.95 %	\$1,641.98
014-025-4868	Program Ad Sales	\$0.00	\$220.00	\$2,700.00	8.15 %	\$2,480.00
014-025-4870	Sponsorship Revenue	\$0.00	\$250.00	\$2,250.00	11.11 %	\$2,000.00
014-025-4872	Pie Sales	\$0.00	\$194.00	\$0.00		(\$194.00)
014-025-4876	5K Race Revenue	\$0.00	\$595.00	\$1,100.00	54.09 %	\$505.00
014-025-4878	Car Show Revenue	\$0.00	\$3,207.00	\$4,000.00	80.18 %	\$793.00
014-025-4880	Fishing Derby Revenue	\$0.00	\$440.00	\$350.00	125.71 %	(\$90.00)
014-025-4882	Horseshoe Tourney Revenue	\$0.00	\$100.00	\$100.00	100.00 %	\$0.00
014-025-4884	Kidz Korner Revenue	\$0.00	\$776.00	\$1,000.00	77.60 %	\$224.00
014-025-4886	Pie Eating Contest Revenue	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-025-4888	RC Flyers Revenue	\$0.00	\$60.00	\$400.00	15.00 %	\$340.00
<b>Total REVENUES</b>		<b>\$15.00</b>	<b>\$10,424.62</b>	<b>\$21,410.00</b>	<b>48.69 %</b>	<b>\$10,985.38</b>
<b>Total BBJ FESTIVAL FUND</b>		<b>\$15.00</b>	<b>\$10,424.62</b>	<b>\$21,410.00</b>	<b>48.69 %</b>	<b>\$10,985.38</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SDC FUND</b>						
<b>REVENUES</b>						
017-025-4530	Water SDC	\$0.00	\$7,660.00	\$0.00		(\$7,660.00)
<b>Total REVENUES</b>		<b>\$0.00</b>	<b>\$7,660.00</b>	<b>\$0.00</b>		<b>(\$7,660.00)</b>
<b>Total SDC FUND</b>		<b>\$0.00</b>	<b>\$7,660.00</b>	<b>\$0.00</b>		<b>(\$7,660.00)</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER RESERVE FUND</b>						
<b>REVENUES</b>						
020-025-4930	Transfer from Water Fund	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$0.00</b>	<b>\$3,938.00</b>	<b>\$3,938.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total WATER RESERVE FUND</b>		<b>\$0.00</b>	<b>\$3,938.00</b>	<b>\$3,938.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER RESERVE FUND</b>						
<b>REVENUES</b>						
021-025-4940	Transfer from Sewer Fund	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$0.00</b>	<b>\$1,575.00</b>	<b>\$1,575.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total SEWER RESERVE FUND</b>		<b>\$0.00</b>	<b>\$1,575.00</b>	<b>\$1,575.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$250.00	\$2,915.00	\$0.00		(\$2,915.00)
030-025-4425	Water/Sewer Sales	\$21,561.09	\$169,126.32	\$299,635.00	56.44 %	\$130,508.68
030-025-4426	Bulk Water Sales	\$0.00	\$153.00	\$0.00		(\$153.00)
030-025-4428	Credit Memo Utilities - (Pre-paid)	(\$379.42)	(\$1,293.01)	\$0.00		\$1,293.01
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$3,750.00	0.00 %	\$3,750.00
030-025-4435	Fire Hydrant Fee	\$341.24	\$2,043.02	\$3,957.00	51.63 %	\$1,913.98
030-025-4531	Water Reimbursement SDC	\$0.00	\$1,490.00	\$10,395.00	14.33 %	\$8,905.00
030-025-4852	Miscellaneous Revenue	\$668.50	\$2,622.12	\$5,000.00	52.44 %	\$2,377.88
<b>Total WATER FUND</b>		<b>\$22,441.41</b>	<b>\$177,056.45</b>	<b>\$323,037.00</b>	<b>54.81 %</b>	<b>\$145,980.55</b>

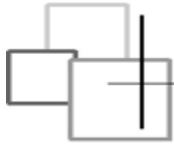
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>REVENUES</b>						
040-025-4370	Water/Sewer Connection Permit Fees	\$115.00	\$1,035.00	\$0.00		(\$1,035.00)
040-025-4425	Water/Sewer Sales	\$28,655.20	\$175,221.93	\$340,134.00	51.52 %	\$164,912.07
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$805.00	0.00 %	\$805.00
040-025-4541	Sewer Reimbursement SDC	\$0.00	\$0.00	\$8,835.00	0.00 %	\$8,835.00
040-025-4852	Miscellaneous Revenue	\$728.50	\$2,875.73	\$4,500.00	63.91 %	\$1,624.27
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$29,498.70</b>	<b>\$194,877.66</b>	<b>\$370,019.00</b>	<b>52.67 %</b>	<b>\$175,141.34</b>
<b>Total SEWER FUND</b>		<b>\$29,498.70</b>	<b>\$194,877.66</b>	<b>\$370,019.00</b>	<b>52.67 %</b>	<b>\$175,141.34</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>EQUIPMENT FUND</b>						
<b>REVENUES</b>						
050-025-4910	Transfer from General Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4912	Transfer from Street Fund	\$0.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
050-025-4930	Transfer from Water Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4940	Transfer from Sewer Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total EQUIPMENT FUND</b>		<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	<b>Grand Totals</b>		<b>\$327,777.49</b>	<b>\$883,296.03</b>	<b>\$1,313,703.00</b>	<b>67.24 %</b>	<b>\$430,406.97</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$268,474.91	\$437,018.52	\$504,065.00	86.70 %	\$67,046.48
012-000-0000	STREET FUND	\$7,347.47	\$40,745.78	\$79,659.00	51.15 %	\$38,913.22
014-000-0000	BBJ FESTIVAL FUND	\$15.00	\$10,424.62	\$21,410.00	48.69 %	\$10,985.38
017-000-0000	SDC FUND	\$0.00	\$7,660.00	\$0.00		(\$7,660.00)
020-000-0000	WATER RESERVE FUND	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
030-000-0000	WATER FUND	\$22,441.41	\$177,056.45	\$323,037.00	54.81 %	\$145,980.55
040-000-0000	SEWER FUND	\$29,498.70	\$194,877.66	\$370,019.00	52.67 %	\$175,141.34
050-000-0000	EQUIPMENT FUND	\$0.00	\$10,000.00	\$10,000.00	100.00 %	\$0.00
<b>Grand Totals</b>		<b>\$327,777.49</b>	<b>\$883,296.03</b>	<b>\$1,313,703.00</b>	<b>67.24 %</b>	<b>\$430,406.97</b>



# Expenditure

Starting Account Number: 010-100-5010 City Administrator  
 Ending Account Number: 060-999-9899 Suspense  
 Period: 2018-2019 - December 2018  
 Printing: Full  
 Non Activity Accounts: Hide  
 Balance Records: Hide  
 Investment Records: Hide  
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>GENERAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
010-100-5010	City Administrator	\$999.92	\$5,499.56	\$12,300.00	44.71 %	\$6,800.44
010-100-5014	City Clerk	\$419.46	\$2,306.97	\$5,010.00	46.05 %	\$2,703.03
010-100-5050	Public Works Director	\$273.41	\$1,503.74	\$3,280.00	45.85 %	\$1,776.26
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$354.49	\$1,071.86	\$1,895.00	56.56 %	\$823.14
010-100-5058	Maintenance Worker I	\$76.68	\$375.13	\$844.00	44.45 %	\$468.87
010-100-5220	Overtime	\$110.56	\$488.79	\$1,079.00	45.30 %	\$590.21
010-100-5315	Social Security/Medicare(FICA)	\$170.93	\$860.31	\$2,228.00	38.61 %	\$1,367.69
010-100-5320	Worker's Comp	\$0.94	\$245.02	\$891.00	27.50 %	\$645.98
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$383.86	\$1,919.26	\$6,411.00	29.94 %	\$4,491.74
010-100-5450	Public Employees Retirement	\$235.03	\$1,271.36	\$3,004.00	42.32 %	\$1,732.64
<b>Total PERSONAL SERVICES</b>		<b>\$3,025.28</b>	<b>\$15,542.00</b>	<b>\$40,753.00</b>	<b>38.14 %</b>	<b>\$25,211.00</b>
<b>MATERIALS &amp; SERVICES</b>						
010-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
010-100-6012	Legal Services	\$0.00	\$848.91	\$5,000.00	16.98 %	\$4,151.09
010-100-6014	Financial Services	\$198.25	\$1,189.50	\$3,570.00	33.32 %	\$2,380.50
010-100-6022	IT Services	\$36.00	\$2,791.40	\$6,596.00	42.32 %	\$3,804.60
010-100-6024	Copier Contract	\$232.88	\$972.78	\$2,093.00	46.48 %	\$1,120.22
010-100-6028	Other Contract Services	\$500.00	\$566.24	\$1,000.00	56.62 %	\$433.76
010-100-6110	Insurance And Bonds	\$0.00	\$5,643.02	\$6,594.00	85.58 %	\$950.98
010-100-6120	Publications, Printing & Dues	\$445.00	\$2,240.41	\$3,550.00	63.11 %	\$1,309.59
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,200.00	0.00 %	\$1,200.00
010-100-6126	Postage	\$63.62	\$249.84	\$500.00	49.97 %	\$250.16
010-100-6128	Public Notices	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6130	Office Supplies/Equipment	\$129.99	\$333.37	\$1,000.00	33.34 %	\$666.63
010-100-6134	General Supplies	\$31.58	\$276.40	\$750.00	36.85 %	\$473.60
010-100-6138	Bank Service Charges	\$0.00	\$74.16	\$1,400.00	5.30 %	\$1,325.84
010-100-6140	Travel & Training	\$0.00	\$435.00	\$1,500.00	29.00 %	\$1,065.00
010-100-6190	Miscellaneous Expenditures	\$0.00	\$25.00	\$500.00	5.00 %	\$475.00



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$0.00	\$25.59	\$1,000.00	2.56 %	\$974.41
010-100-6234	Non-Capitalized Assets	\$0.00	\$269.99	\$2,000.00	13.50 %	\$1,730.01
010-100-6420	Water Services	\$26.13	\$160.27	\$413.00	38.81 %	\$252.73
010-100-6425	Sewer Services	\$43.88	\$262.00	\$524.00	50.00 %	\$262.00
010-100-6430	Electricity Services	\$154.18	\$764.19	\$2,010.00	38.02 %	\$1,245.81
010-100-6435	Internet Services	\$77.47	\$464.82	\$985.00	47.19 %	\$520.18
010-100-6440	Telephone Services	\$197.09	\$1,243.13	\$2,629.00	47.29 %	\$1,385.87
010-100-6445	Refuse Services	\$8.21	\$70.19	\$91.00	77.13 %	\$20.81
010-100-6510	Council Expenditure	\$2,057.00	\$2,057.00	\$2,000.00	102.85 %	(\$57.00)
010-100-6512	State Ethics Commission	\$0.00	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$4,201.28</b>	<b>\$21,438.33</b>	<b>\$57,795.00</b>	<b>37.09 %</b>	<b>\$36,356.67</b>
<b>CAPITAL OUTLAY</b>						
010-100-8012	Capital Outlay - Buildings & Facilities	\$0.00	\$3,776.70	\$25,000.00	15.11 %	\$21,223.30
010-100-8018	Capital Outlay - Software	\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$4,057.23</b>	<b>\$32,955.00</b>	<b>12.31 %</b>	<b>\$28,897.77</b>
<b>Total ADMINISTRATION</b>		<b>\$7,226.56</b>	<b>\$41,037.56</b>	<b>\$131,503.00</b>	<b>31.21 %</b>	<b>\$90,465.44</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>PARKS &amp; RECREATION</b>						
<b>PERSONAL SERVICES</b>						
010-120-5010	City Administrator	\$333.30	\$1,833.15	\$4,100.00	44.71 %	\$2,266.85
010-120-5050	Public Works Director	\$273.41	\$1,503.74	\$3,280.00	45.85 %	\$1,776.26
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$354.49	\$1,071.86	\$1,895.00	56.56 %	\$823.14
010-120-5058	Maintenance Worker I	\$689.74	\$3,375.75	\$7,598.00	44.43 %	\$4,222.25
010-120-5220	Overtime	\$110.56	\$454.26	\$891.00	50.98 %	\$436.74
010-120-5315	Social Security/Medicare(FICA)	\$134.75	\$630.23	\$1,662.00	37.92 %	\$1,031.77
010-120-5320	Worker's Comp	\$1.08	\$428.08	\$1,473.00	29.06 %	\$1,044.92
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$151.84	\$759.16	\$2,874.00	26.41 %	\$2,114.84
010-120-5450	Public Employees Retirement	\$180.64	\$925.53	\$2,240.00	41.32 %	\$1,314.47
<b>Total PERSONAL SERVICES</b>		<b>\$2,229.81</b>	<b>\$10,981.76</b>	<b>\$29,289.00</b>	<b>37.49 %</b>	<b>\$18,307.24</b>
<b>MATERIALS &amp; SERVICES</b>						
010-120-6028	Other Contract Services	\$0.00	\$31,000.00	\$44,268.00	70.03 %	\$13,268.00
010-120-6134	General Supplies	\$0.00	\$904.58	\$1,000.00	90.46 %	\$95.42
010-120-6190	Miscellaneous Expenses	\$0.00	\$140.00	\$500.00	28.00 %	\$360.00
010-120-6220	Building Repair & Maintenance	\$0.00	\$1,512.66	\$2,500.00	60.51 %	\$987.34
010-120-6224	Equipment Repair & Maintenance	\$0.00	\$1,002.52	\$1,000.00	100.25 %	(\$2.52)
010-120-6230	Other Repair & Maintenance	\$0.00	\$1,313.65	\$3,000.00	43.79 %	\$1,686.35
010-120-6234	Non-Capitalized Assets	\$0.00	\$1,597.44	\$2,000.00	79.87 %	\$402.56
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$55.59	\$463.05	\$5,000.00	9.26 %	\$4,536.95
010-120-6425	Sewer Services	\$117.02	\$698.72	\$1,397.00	50.02 %	\$698.28
010-120-6430	Electricity Services	\$47.72	\$307.94	\$579.00	53.18 %	\$271.06
010-120-6445	Refuse Services	\$22.50	\$133.92	\$272.00	49.24 %	\$138.08
010-120-6610	Gas & Oil	\$275.71	\$488.40	\$789.00	61.90 %	\$300.60
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$518.54</b>	<b>\$39,562.88</b>	<b>\$62,805.00</b>	<b>62.99 %</b>	<b>\$23,242.12</b>
010-120-8020	Capital Outlay - Parks Improvements	\$165,036.53	\$180,010.47	\$195,000.00	92.31 %	\$14,989.53
<b>Total PARKS &amp; RECREATION</b>		<b>\$167,784.88</b>	<b>\$230,555.11</b>	<b>\$287,094.00</b>	<b>80.31 %</b>	<b>\$56,538.89</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>POLICE</b>						
<b>MATERIALS &amp; SERVICES</b>						
010-130-6018	Police Services	\$0.00	\$4,550.00	\$29,106.00	15.63 %	\$24,556.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$0.00</b>	<b>\$4,550.00</b>	<b>\$29,106.00</b>	<b>15.63 %</b>	<b>\$24,556.00</b>
<b>Total POLICE</b>		<b>\$0.00</b>	<b>\$4,550.00</b>	<b>\$29,106.00</b>	<b>15.63 %</b>	<b>\$24,556.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>COMMUNITY DEVELOPMENT</b>						
<b>PERSONAL SERVICES</b>						
010-140-5010	City Administrator	\$666.60	\$3,666.31	\$8,200.00	44.71 %	\$4,533.69
010-140-5014	City Clerk	\$209.72	\$1,153.39	\$2,505.00	46.04 %	\$1,351.61
010-140-5220	Overtime	\$0.00	\$17.21	\$94.00	18.31 %	\$76.79
010-140-5315	Social Security/Medicare(FICA)	\$67.04	\$370.05	\$921.00	40.18 %	\$550.95
010-140-5320	Worker's Comp	\$0.35	\$8.46	\$73.00	11.59 %	\$64.54
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$145.36	\$726.80	\$2,278.00	31.91 %	\$1,551.20
010-140-5450	Public Employees Retirement	\$100.78	\$556.27	\$1,242.00	44.79 %	\$685.73
<b>Total PERSONAL SERVICES</b>		<b>\$1,189.85</b>	<b>\$6,498.49</b>	<b>\$16,207.00</b>	<b>40.10 %</b>	<b>\$9,708.51</b>
<b>MATERIALS &amp; SERVICES</b>						
010-140-6016	Engineering Services	\$0.00	\$144.94	\$500.00	28.99 %	\$355.06
010-140-6028	Other Contract Services	\$0.00	\$8,819.06	\$40,000.00	22.05 %	\$31,180.94
010-140-6120	Publications, Printing & Dues	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6126	Postage	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6140	Travel & Training	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-140-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6522	Land Use/Development Costs	\$0.00	\$4,944.71	\$7,500.00	65.93 %	\$2,555.29
010-140-6524	Building Permit Costs	\$1,635.04	\$20,501.63	\$30,371.00	67.50 %	\$9,869.37
010-140-6525	Electrical Permit Costs	\$429.75	\$2,780.46	\$4,515.00	61.58 %	\$1,734.54
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$2,064.79</b>	<b>\$37,190.80</b>	<b>\$83,986.00</b>	<b>44.28 %</b>	<b>\$46,795.20</b>
<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$3,254.64</b>	<b>\$43,689.29</b>	<b>\$100,193.00</b>	<b>43.61 %</b>	<b>\$56,503.71</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>LIBRARY</b>						
<b>PERSONAL SERVICES</b>						
010-150-5320	Worker's Comp	\$0.00	\$17.60	\$50.00	35.20 %	\$32.40
<b>Total PERSONAL SERVICES</b>		<b>\$0.00</b>	<b>\$17.60</b>	<b>\$50.00</b>	<b>35.20 %</b>	<b>\$32.40</b>
<b>MATERIALS &amp; SERVICES</b>						
010-150-6022	IT Services	\$3.60	\$422.10	\$1,529.00	27.61 %	\$1,106.90
010-150-6130	Office Supplies/Equipment	\$0.00	\$147.08	\$500.00	29.42 %	\$352.92
010-150-6134	General Supplies	\$0.00	\$314.69	\$1,250.00	25.18 %	\$935.31
010-150-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-150-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-150-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-150-6420	Water Services	\$8.71	\$53.42	\$150.00	35.61 %	\$96.58
010-150-6425	Sewer Services	\$14.63	\$87.36	\$200.00	43.68 %	\$112.64
010-150-6430	Electricity Services	\$51.39	\$254.73	\$800.00	31.84 %	\$545.27
010-150-6435	Internet Services	\$77.47	\$464.82	\$1,000.00	46.48 %	\$535.18
010-150-6445	Refuse Services	\$8.21	\$48.19	\$100.00	48.19 %	\$51.81
010-150-6530	Summer Reading Program	\$0.00	\$739.56	\$1,250.00	59.16 %	\$510.44
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$164.01</b>	<b>\$2,531.95</b>	<b>\$7,629.00</b>	<b>33.19 %</b>	<b>\$5,097.05</b>
<b>Total LIBRARY</b>		<b>\$164.01</b>	<b>\$2,549.55</b>	<b>\$7,679.00</b>	<b>33.20 %</b>	<b>\$5,129.45</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CODE ENFORCEMENT</b>						
<b>PERSONAL SERVICES</b>						
010-160-5010	City Administrator	\$333.30	\$1,833.15	\$4,100.00	44.71 %	\$2,266.85
010-160-5050	Public Works Director	\$273.41	\$1,503.74	\$3,280.00	45.85 %	\$1,776.26
010-160-5220	Overtime	\$88.71	\$171.50	\$123.00	139.43 %	(\$48.50)
010-160-5315	Social Security/Medicare(FICA)	\$53.20	\$268.43	\$640.00	41.94 %	\$371.57
010-160-5320	Worker's Comp	\$0.29	\$87.02	\$353.00	24.65 %	\$265.98
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$90.28	\$451.40	\$1,434.00	31.48 %	\$982.60
010-160-5450	Public Employees Retirement	\$79.98	\$403.52	\$863.00	46.76 %	\$459.48
<b>Total PERSONAL SERVICES</b>		<b>\$919.17</b>	<b>\$4,718.76</b>	<b>\$11,410.00</b>	<b>41.36 %</b>	<b>\$6,691.24</b>
<b>MATERIALS &amp; SERVICES</b>						
010-160-6028	Other Contract Services	\$420.30	\$420.30	\$4,500.00	9.34 %	\$4,079.70
010-160-6134	General Supplies	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6540	Dog/Cat Control	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$420.30</b>	<b>\$420.30</b>	<b>\$5,150.00</b>	<b>8.16 %</b>	<b>\$4,729.70</b>
<b>Total CODE ENFORCEMENT</b>		<b>\$1,339.47</b>	<b>\$5,139.06</b>	<b>\$16,560.00</b>	<b>31.03 %</b>	<b>\$11,420.94</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>TOURISM</b>						
<b>MATERIALS &amp; SERVICES</b>						
010-170-6124	Marketing	\$0.00	\$420.80	\$2,000.00	21.04 %	\$1,579.20
010-170-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-170-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-170-6226	Covered Bridge Maintenance	\$284.05	\$968.40	\$2,500.00	38.74 %	\$1,531.60
010-170-6227	Community Grant Program	\$0.00	\$1,559.35	\$3,000.00	51.98 %	\$1,440.65
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$284.05</b>	<b>\$2,948.55</b>	<b>\$12,850.00</b>	<b>22.95 %</b>	<b>\$9,901.45</b>
<b>Total TOURISM</b>		<b>\$284.05</b>	<b>\$2,948.55</b>	<b>\$12,850.00</b>	<b>22.95 %</b>	<b>\$9,901.45</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>MUNICIPAL COURT</b>						
<b>PERSONAL SERVICES</b>						
010-180-5010	City Administrator	\$333.30	\$1,833.15	\$4,100.00	44.71 %	\$2,266.85
010-180-5014	City Clerk	\$209.72	\$1,153.39	\$2,505.00	46.04 %	\$1,351.61
010-180-5220	Overtime	\$0.00	\$17.21	\$94.00	18.31 %	\$76.79
010-180-5315	Social Security/Medicare(FICA)	\$41.54	\$229.80	\$571.00	40.25 %	\$341.20
010-180-5320	Worker's Comp	\$0.24	\$5.32	\$45.00	11.82 %	\$39.68
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$116.01	\$580.05	\$1,769.00	32.79 %	\$1,188.95
010-180-5450	Public Employees Retirement	\$62.46	\$345.51	\$770.00	44.87 %	\$424.49
<b>Total PERSONAL SERVICES</b>		<b>\$763.27</b>	<b>\$4,164.43</b>	<b>\$10,406.00</b>	<b>40.02 %</b>	<b>\$6,241.57</b>
<b>MATERIALS &amp; SERVICES</b>						
010-180-6020	Judge Contract	\$0.00	\$450.00	\$1,250.00	36.00 %	\$800.00
010-180-6028	Other Contract Services	\$0.00	\$875.69	\$1,000.00	87.57 %	\$124.31
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6138	Bank Service Charges	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
010-180-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6560	State Assessments	\$45.00	\$180.00	\$675.00	26.67 %	\$495.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$45.00</b>	<b>\$1,505.69</b>	<b>\$3,275.00</b>	<b>45.98 %</b>	<b>\$1,769.31</b>
<b>Total MUNICIPAL COURT</b>		<b>\$808.27</b>	<b>\$5,670.12</b>	<b>\$13,681.00</b>	<b>41.45 %</b>	<b>\$8,010.88</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
010-800-9050	Transfer to Equipment Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
010-800-9990	Contingency	\$0.00	\$0.00	\$77,488.00	0.00 %	\$77,488.00
010-800-9995	Reserved for future use - Parks	\$0.00	\$0.00	\$8,000.00	0.00 %	\$8,000.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$87,488.00</b>	<b>2.29 %</b>	<b>\$85,488.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$87,488.00</b>	<b>2.29 %</b>	<b>\$85,488.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total GENERAL FUND</b>		<b>\$180,861.88</b>	<b>\$338,139.24</b>	<b>\$686,154.00</b>	<b>49.28 %</b>	<b>\$348,014.76</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
012-100-5010	City Administrator	\$666.60	\$3,666.31	\$8,200.00	44.71 %	\$4,533.69
012-100-5050	Public Works Director	\$820.24	\$4,511.24	\$9,841.00	45.84 %	\$5,329.76
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$708.97	\$2,143.82	\$3,789.00	56.58 %	\$1,645.18
012-100-5058	Maintenance Worker I	\$153.27	\$750.17	\$1,689.00	44.42 %	\$938.83
012-100-5220	Overtime	\$309.85	\$1,079.90	\$1,377.00	78.42 %	\$297.10
012-100-5315	Social Security/Medicare(FICA)	\$203.43	\$929.61	\$2,462.00	37.76 %	\$1,532.39
012-100-5320	Worker's Comp	\$1.10	\$488.69	\$1,927.00	25.36 %	\$1,438.31
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$364.60	\$1,822.97	\$6,672.00	27.32 %	\$4,849.03
012-100-5450	Public Employees Retirement	\$261.89	\$1,353.57	\$3,319.00	40.78 %	\$1,965.43
<b>Total PERSONAL SERVICES</b>		<b>\$3,489.95</b>	<b>\$16,746.28</b>	<b>\$44,963.00</b>	<b>37.24 %</b>	<b>\$28,216.72</b>
<b>MATERIALS &amp; SERVICES</b>						
012-100-6010	Auditing	\$0.00	\$0.00	\$1,430.00	0.00 %	\$1,430.00
012-100-6014	Financial Services	\$66.08	\$396.48	\$1,190.00	33.32 %	\$793.52
012-100-6016	Engineering Services	\$5,572.06	\$17,137.06	\$19,094.00	89.75 %	\$1,956.94
012-100-6022	IT Services	\$0.00	\$279.18	\$1,198.00	23.30 %	\$918.82
012-100-6028	Other Contract Services	\$0.00	\$2,378.08	\$12,400.00	19.18 %	\$10,021.92
012-100-6110	Insurance And Bonds	\$0.00	\$1,881.00	\$2,198.00	85.58 %	\$317.00
012-100-6134	General Supplies	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
012-100-6190	Miscellaneous Expenses	\$5.58	\$5.58	\$500.00	1.12 %	\$494.42
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$216.70	\$216.70	\$1,000.00	21.67 %	\$783.30
012-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6430	Electricity Services	\$1,206.21	\$6,680.91	\$15,292.00	43.69 %	\$8,611.09
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$0.00	\$280.80	\$500.00	56.16 %	\$219.20
012-100-6626	Street Lights	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$7,066.63</b>	<b>\$29,255.79</b>	<b>\$67,952.00</b>	<b>43.05 %</b>	<b>\$38,696.21</b>
<b>CAPITAL OUTLAY</b>						
012-100-8018	Capital Outlay - Software	\$0.00	\$93.50	\$2,651.00	3.53 %	\$2,557.50
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$4,950.00	\$60,350.00	8.20 %	\$55,400.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$5,043.50</b>	<b>\$63,001.00</b>	<b>8.01 %</b>	<b>\$57,957.50</b>
<b>Total ADMINISTRATION</b>		<b>\$10,556.58</b>	<b>\$51,045.57</b>	<b>\$175,916.00</b>	<b>29.02 %</b>	<b>\$124,870.43</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
012-800-9050	Transfer to Equipment Fund	\$0.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
012-800-9990	Contingency	\$0.00	\$0.00	\$19,195.00	0.00 %	\$19,195.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$4,000.00</b>	<b>\$23,195.00</b>	<b>17.25 %</b>	<b>\$19,195.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$4,000.00</b>	<b>\$23,195.00</b>	<b>17.25 %</b>	<b>\$19,195.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total STREET FUND</b>		<b>\$10,556.58</b>	<b>\$55,045.57</b>	<b>\$199,111.00</b>	<b>27.65 %</b>	<b>\$144,065.43</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
014-100-6022	IT Services	\$0.00	\$0.00	\$450.00	0.00 %	\$450.00
014-100-6120	Programs	\$0.00	\$1,079.27	\$1,200.00	89.94 %	\$120.73
014-100-6124	Festival Advertisement	\$0.00	\$325.00	\$1,400.00	23.21 %	\$1,075.00
014-100-6126	Postage	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
014-100-6190	Miscellaneous Exp	\$0.00	\$2,192.67	\$1,850.00	118.52 %	(\$342.67)
014-100-6440	Telephone Services	\$0.00	\$68.95	\$0.00		(\$68.95)
014-100-6445	Refuse Services	\$0.00	\$812.00	\$90.00	902.22 %	(\$722.00)
014-100-6605	Rent	\$80.00	\$460.00	\$500.00	92.00 %	\$40.00
014-100-6614	Materials & Services	\$0.00	\$112.65	\$0.00		(\$112.65)
014-100-6810	Craft/Commercial Booth Exp	\$0.00	\$111.08	\$750.00	14.81 %	\$638.92
014-100-6812	Food Booth Exp	\$0.00	\$40.00	\$0.00		(\$40.00)
014-100-6814	Jam Sales Exp	\$0.00	\$374.00	\$1,000.00	37.40 %	\$626.00
014-100-6816	Quilt Raffle	\$0.00	\$2,645.00	\$4,000.00	66.13 %	\$1,355.00
014-100-6820	Sponsorship Exp	\$0.00	\$50.51	\$0.00		(\$50.51)
014-100-6822	Pie Sales Exp	\$0.00	\$186.80	\$0.00		(\$186.80)
014-100-6850	5K Race Exp	\$0.00	\$495.00	\$1,100.00	45.00 %	\$605.00
014-100-6852	Car Show Exp	\$0.00	\$3,055.07	\$4,000.00	76.38 %	\$944.93
014-100-6854	Fishing Derby Exp	\$0.00	\$500.00	\$350.00	142.86 %	(\$150.00)
014-100-6856	Horseshoe Tourney Exp	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
014-100-6858	Kidz Korner Exp	\$0.00	\$290.00	\$1,000.00	29.00 %	\$710.00
014-100-6860	Pie Eating Contest Exp	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-100-6862	RC Flyers Exp	\$0.00	\$100.00	\$400.00	25.00 %	\$300.00
014-100-6864	Entertainment Exp	\$0.00	\$3,780.32	\$3,850.00	98.19 %	\$69.68
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$80.00</b>	<b>\$16,678.32</b>	<b>\$22,290.00</b>	<b>74.82 %</b>	<b>\$5,611.68</b>
<b>Total ADMINISTRATION</b>		<b>\$80.00</b>	<b>\$16,678.32</b>	<b>\$22,290.00</b>	<b>74.82 %</b>	<b>\$5,611.68</b>
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
014-800-9990	Contingency	\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total BBJ FESTIVAL FUND</b>		<b>\$80.00</b>	<b>\$16,678.32</b>	<b>\$36,961.00</b>	<b>45.12 %</b>	<b>\$20,282.68</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER RESERVE FUND</b>						
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
020-800-9992	Reserved for Water Bond Payment	\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,690.00</b>	<b>0.00 %</b>	<b>\$19,690.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,690.00</b>	<b>0.00 %</b>	<b>\$19,690.00</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total WATER RESERVE FUND</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,690.00</b>	<b>0.00 %</b>	<b>\$19,690.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER RESERVE FUND</b>						
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
021-800-9997	Reserved for Sewer Bond Payment	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,245.00</b>	<b>0.00 %</b>	<b>\$8,245.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,245.00</b>	<b>0.00 %</b>	<b>\$8,245.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total SEWER RESERVE FUND</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,245.00</b>	<b>0.00 %</b>	<b>\$8,245.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
030-100-5010	City Administrator	\$1,666.47	\$9,165.58	\$20,499.00	44.71 %	\$11,333.42
030-100-5014	City Clerk	\$1,677.85	\$9,228.40	\$20,040.00	46.05 %	\$10,811.60
030-100-5050	Public Works Director	\$1,913.69	\$10,525.60	\$22,963.00	45.84 %	\$12,437.40
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$2,835.86	\$8,575.48	\$15,157.00	56.58 %	\$6,581.52
030-100-5058	Maintenance Worker I	\$306.58	\$1,500.37	\$3,377.00	44.43 %	\$1,876.63
030-100-5220	Overtime	\$795.74	\$3,600.04	\$7,759.00	46.40 %	\$4,158.96
030-100-5315	Social Security/Medicare(FICA)	\$703.54	\$3,258.59	\$8,831.00	36.90 %	\$5,572.41
030-100-5320	Worker's Comp	\$3.74	\$1,457.63	\$5,797.00	25.14 %	\$4,339.37
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$1,758.96	\$8,794.90	\$30,614.00	28.73 %	\$21,819.10
030-100-5450	Public Employees Retirement	\$882.04	\$4,722.82	\$11,907.00	39.66 %	\$7,184.18
<b>Total PERSONAL SERVICES</b>		<b>\$12,544.47</b>	<b>\$60,829.41</b>	<b>\$168,689.00</b>	<b>36.06 %</b>	<b>\$107,859.59</b>
<b>MATERIALS &amp; SERVICES</b>						
030-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$198.25	\$1,189.50	\$3,570.00	33.32 %	\$2,380.50
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$16.20	\$1,272.36	\$5,418.00	23.48 %	\$4,145.64
030-100-6028	Other Contract Services	\$0.00	\$1,032.48	\$7,100.00	14.54 %	\$6,067.52
030-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
030-100-6120	Publications, Printing & Dues	\$285.00	\$505.00	\$1,000.00	50.50 %	\$495.00
030-100-6126	Postage	\$117.50	\$675.00	\$1,516.00	44.53 %	\$841.00
030-100-6130	Office Supplies/Equipment	\$0.00	\$57.13	\$250.00	22.85 %	\$192.87
030-100-6134	General Supplies	\$41.99	\$2,528.50	\$2,570.00	98.39 %	\$41.50
030-100-6138	Bank Service Charges	\$0.00	\$0.00	\$2,744.00	0.00 %	\$2,744.00
030-100-6140	Travel & Training	\$0.00	\$956.25	\$1,000.00	95.63 %	\$43.75
030-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
030-100-6220	Building Repair & Maintenance	\$0.00	\$19.87	\$1,000.00	1.99 %	\$980.13
030-100-6224	Equipment Repair & Maintenance	\$479.60	\$703.01	\$2,000.00	35.15 %	\$1,296.99
030-100-6230	Other Repair & Maintenance	\$4.20	\$7,691.53	\$15,000.00	51.28 %	\$7,308.47
030-100-6234	Non-Capitalized Assets	\$0.00	\$29.99	\$3,500.00	0.86 %	\$3,470.01
030-100-6420	Water Services	\$51.56	\$1,407.52	\$524.00	268.61 %	(\$883.52)
030-100-6425	Sewer Services	\$58.51	\$349.36	\$698.00	50.05 %	\$348.64
030-100-6430	Electricity Services	\$1,339.09	\$7,197.54	\$16,438.00	43.79 %	\$9,240.46
030-100-6435	Internet Services	\$70.00	\$420.00	\$865.00	48.55 %	\$445.00
030-100-6440	Telephone Services	\$288.97	\$1,815.92	\$3,672.00	49.45 %	\$1,856.08
030-100-6445	Refuse Services	\$18.92	\$112.45	\$0.00		(\$112.45)
030-100-6610	Gas & Oil	\$322.86	\$523.89	\$1,000.00	52.39 %	\$476.11
030-100-6720	Chemicals & Lab Supplies	\$12.14	\$9,898.24	\$20,332.00	48.68 %	\$10,433.76
030-100-6722	Water/Sewer Analysis	\$322.20	\$1,999.80	\$4,000.00	50.00 %	\$2,000.20
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$3,626.99</b>	<b>\$46,028.37</b>	<b>\$106,781.00</b>	<b>43.11 %</b>	<b>\$60,752.63</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
030-100-8018	Capital Outlay - Software	\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
030-100-8020	Capital Outlay - Other Improvements	\$0.00	\$0.00	\$28,000.00	0.00 %	\$28,000.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$280.53</b>	<b>\$35,955.00</b>	<b>0.78 %</b>	<b>\$35,674.47</b>
<b>Total ADMINISTRATION</b>		<b>\$16,171.46</b>	<b>\$107,138.31</b>	<b>\$311,425.00</b>	<b>34.40 %</b>	<b>\$204,286.69</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>DEBT SERVICE</b>						
030-800-7020	Loan Principal	\$0.00	\$15,101.01	\$15,102.00	99.99 %	\$0.99
030-800-7021	Loan Interest	\$0.00	\$5,543.19	\$2,177.00	254.63 %	(\$3,366.19)
030-800-7122	Loan Principal - SPWF	\$0.00	\$4,055.64	\$4,056.00	99.99 %	\$0.36
030-800-7123	Loan Interest - SPWF	\$0.00	\$0.00	\$3,367.00	0.00 %	\$3,367.00
030-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$15,663.00	0.00 %	\$15,663.00
030-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$23,718.00	0.00 %	\$23,718.00
<b>Total DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$24,699.84</b>	<b>\$64,083.00</b>	<b>38.54 %</b>	<b>\$39,383.16</b>
<b>OTHER REQUIREMENTS</b>						
030-800-9020	Transfer to water Reserve Fund	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
030-800-9050	Transfer to Equipment Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
030-800-9990	Contingency	\$0.00	\$0.00	\$70,733.00	0.00 %	\$70,733.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$5,938.00</b>	<b>\$76,671.00</b>	<b>7.74 %</b>	<b>\$70,733.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$30,637.84</b>	<b>\$140,754.00</b>	<b>21.77 %</b>	<b>\$110,116.16</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total WATER FUND</b>		<b>\$16,171.46</b>	<b>\$137,776.15</b>	<b>\$452,179.00</b>	<b>30.47 %</b>	<b>\$314,402.85</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
040-100-5010	City Administrator	\$1,666.51	\$9,165.79	\$20,499.00	44.71 %	\$11,333.21
040-100-5014	City Clerk	\$1,677.83	\$9,228.05	\$20,040.00	46.05 %	\$10,811.95
040-100-5050	Public Works Director	\$1,913.80	\$10,525.92	\$22,963.00	45.84 %	\$12,437.08
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$2,835.83	\$8,575.35	\$15,157.00	56.58 %	\$6,581.65
040-100-5058	Maintenance Worker I	\$306.56	\$1,500.34	\$3,377.00	44.43 %	\$1,876.66
040-100-5220	Overtime	\$795.74	\$3,600.09	\$7,759.00	46.40 %	\$4,158.91
040-100-5315	Social Security/Medicare(FICA)	\$703.49	\$3,258.51	\$8,831.00	36.90 %	\$5,572.49
040-100-5320	Worker's Comp	\$3.80	\$1,457.71	\$5,797.00	25.15 %	\$4,339.29
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
040-100-5410	Health Insurance	\$1,758.97	\$8,794.86	\$30,614.00	28.73 %	\$21,819.14
040-100-5450	Public Employees Retirement	\$882.10	\$4,723.02	\$11,907.00	39.67 %	\$7,183.98
<b>Total PERSONAL SERVICES</b>		<b>\$12,544.63</b>	<b>\$60,829.64</b>	<b>\$168,689.00</b>	<b>36.06 %</b>	<b>\$107,859.36</b>
<b>MATERIALS &amp; SERVICES</b>						
040-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$198.25	\$1,189.50	\$3,570.00	33.32 %	\$2,380.50
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$16.20	\$1,132.75	\$4,736.00	23.92 %	\$3,603.25
040-100-6028	Other Contract Services	\$300.00	\$1,932.48	\$4,000.00	48.31 %	\$2,067.52
040-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$160.00	\$380.00	\$400.00	95.00 %	\$20.00
040-100-6126	Postage	\$117.50	\$673.50	\$1,500.00	44.90 %	\$826.50
040-100-6130	Office Supplies/Equipment	\$0.00	\$72.74	\$250.00	29.10 %	\$177.26
040-100-6134	General Supplies	\$40.90	\$367.96	\$2,000.00	18.40 %	\$1,632.04
040-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
040-100-6140	Travel & Training	\$0.00	\$1,014.36	\$1,000.00	101.44 %	(\$14.36)
040-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
040-100-6220	Building Repair & Maintenance	\$0.00	\$422.25	\$1,000.00	42.23 %	\$577.75
040-100-6224	Equipment Repair & Maintenance	\$0.00	\$6,738.12	\$5,000.00	134.76 %	(\$1,738.12)
040-100-6230	Other Repair & Maintenance	\$4.20	\$48.31	\$12,500.00	0.39 %	\$12,451.69
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$904.75	\$4,425.80	\$6,794.00	65.14 %	\$2,368.20
040-100-6425	Sewer Services	\$526.59	\$3,144.24	\$6,469.00	48.60 %	\$3,324.76
040-100-6430	Electricity Services	\$1,746.54	\$12,020.66	\$28,619.00	42.00 %	\$16,598.34
040-100-6440	Telephone Services	\$126.97	\$698.59	\$1,686.00	41.43 %	\$987.41
040-100-6445	Refuse Services	\$18.92	\$112.45	\$324.00	34.71 %	\$211.55
040-100-6520	Permits	\$0.00	\$0.00	\$3,100.00	0.00 %	\$3,100.00
040-100-6610	Gas & Oil	\$232.53	\$408.19	\$1,388.00	29.41 %	\$979.81
040-100-6720	Chemicals & Lab Supplies	\$1,020.39	\$5,959.72	\$13,000.00	45.84 %	\$7,040.28
040-100-6722	Water/Sewer Analysis	\$403.20	\$4,685.40	\$11,500.00	40.74 %	\$6,814.60
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,816.94</b>	<b>\$51,070.05</b>	<b>\$124,020.00</b>	<b>41.18 %</b>	<b>\$72,949.95</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
040-100-8018	Capital Outlay - Software	\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$280.53</b>	<b>\$7,955.00</b>	<b>3.53 %</b>	<b>\$7,674.47</b>
<b>Total ADMINISTRATION</b>		<b>\$18,361.57</b>	<b>\$112,180.22</b>	<b>\$300,664.00</b>	<b>37.31 %</b>	<b>\$188,483.78</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>DEBT SERVICE</b>						
040-800-7020	Loan Principal	\$0.00	\$18,171.00	\$18,171.00	100.00 %	\$0.00
040-800-7021	Loan Interest	\$0.00	\$10,570.60	\$10,571.00	100.00 %	\$0.40
040-800-7122	Loan Principal - SPWF	\$0.00	\$4,055.63	\$4,056.00	99.99 %	\$0.37
040-800-7123	Loan Interest - SPWF	\$0.00	\$3,366.86	\$3,367.00	100.00 %	\$0.14
040-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$6,263.00	0.00 %	\$6,263.00
040-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$9,482.00	0.00 %	\$9,482.00
<b>Total DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$36,164.09</b>	<b>\$51,910.00</b>	<b>69.67 %</b>	<b>\$15,745.91</b>
<b>OTHER REQUIREMENTS</b>						
040-800-9021	Transfer to Sewer Reserve Fund	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
040-800-9050	Transfer to Equipment Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
040-800-9990	Contingency	\$0.00	\$0.00	\$103,805.00	0.00 %	\$103,805.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$3,575.00</b>	<b>\$107,380.00</b>	<b>3.33 %</b>	<b>\$103,805.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$39,739.09</b>	<b>\$159,290.00</b>	<b>24.95 %</b>	<b>\$119,550.91</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total SEWER FUND</b>		<b>\$18,361.57</b>	<b>\$151,919.31</b>	<b>\$459,954.00</b>	<b>33.03 %</b>	<b>\$308,034.69</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>UTILITY DEPOSIT FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
045-100-6907	Deposit Refunds	\$360.00	\$2,290.42	\$0.00		(\$2,290.42)
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$360.00</b>	<b>\$2,290.42</b>	<b>\$0.00</b>		<b>(\$2,290.42)</b>
<b>Total ADMINISTRATION</b>		<b>\$360.00</b>	<b>\$2,290.42</b>	<b>\$0.00</b>		<b>(\$2,290.42)</b>
<b>Total UTILITY DEPOSIT FUND</b>		<b>\$360.00</b>	<b>\$2,290.42</b>	<b>\$0.00</b>		<b>(\$2,290.42)</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>EQUIPMENT FUND</b>						
<b>ADMINISTRATION</b>						
<b>CAPITAL OUTLAY</b>						
050-100-8014	Capital Outlay - Vehicles & Equipment	\$0.00	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>
<b>Total ADMINISTRATION</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total EQUIPMENT FUND</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>DEBT RESERVE FUND</b>						
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
055-800-9040	Transfer to Sewer Fund	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total DEBT RESERVE FUND</b>		<b>\$0.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	<b>Grand Totals</b>		<b>\$226,391.49</b>	<b>\$741,046.68</b>	<b>\$1,931,618.00</b>	<b>38.36 %</b>	<b>\$1,190,571.32</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$180,861.88	\$338,139.24	\$686,154.00	49.28 %	\$348,014.76
012-000-0000	STREET FUND	\$10,556.58	\$55,045.57	\$199,111.00	27.65 %	\$144,065.43
014-000-0000	BBJ FESTIVAL FUND	\$80.00	\$16,678.32	\$36,961.00	45.12 %	\$20,282.68
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
030-000-0000	WATER FUND	\$16,171.46	\$137,776.15	\$452,179.00	30.47 %	\$314,402.85
040-000-0000	SEWER FUND	\$18,361.57	\$151,919.31	\$459,954.00	33.03 %	\$308,034.69
045-000-0000	UTILITY DEPOSIT FUND	\$360.00	\$2,290.42	\$0.00		(\$2,290.42)
050-000-0000	EQUIPMENT FUND	\$0.00	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
055-000-0000	DEBT RESERVE FUND	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Grand Totals</b>		<b>\$226,391.49</b>	<b>\$741,046.68</b>	<b>\$1,931,618.00</b>	<b>38.36 %</b>	<b>\$1,190,571.32</b>

**Lowell Municipal Court**

**Revenues**

2nd Qtr FY 18-19	Revenue
Oct-18	\$ 25.00
Nov-18	\$ 1,062.03
Dec-18	\$ 25.00
<b>Total Revenues</b>	<b>\$ 1,112.03</b>

**Expenses**

2nd Qtr FY 18-19	Assessments	Bailiff	Judge	CC Bank Charges	Collection Expenses	Citation Refunds	Total
Oct-18	\$ -	\$ -	\$ -				
Nov-18	\$ -				\$ 238.51		
Dec-18							
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238.51</b>	<b>\$ -</b>	<b>\$ 238.51</b>

**Revenue Distribution**

2nd Qtr Revenue	\$ 1,112.03
Less 10% Admin Fee	\$ 111.20
Less Court Expenses	\$ 238.51
<b>Net Revenue</b>	<b>\$ 762.32</b>

**City of Oakridge**

50% Net Revenue	\$ 381.16
Bailiff	\$ -
<b>Total</b>	<b>\$ 381.16</b>

**Amount to be paid to City of Oakridge**

**City of Lowell**

50% Net Revenue	\$ 381.16
Judge	\$ -
10% Admin Fee	\$ 111.20
<b>Total</b>	<b>\$ 492.36</b>

**Amount to be paid to City of Lowell**



# Employee Accruals

Pay period: 2019 - January - 1st Pay Period

Component	Starting Balance	Earned	Used	Balance
<b>Baker, Max</b>				
Sick	359.00	4.00	0.00	363.00
Vacation	88.40	5.00	0.00	93.40
	<b>447.40</b>	<b>9.00</b>	<b>0.00</b>	<b>456.40</b>
<b>Cobb, Jared B</b>				
Sick	273.00	4.00	0.00	277.00
Vacation	240.00	6.67	23.00	223.67
	<b>513.00</b>	<b>10.67</b>	<b>23.00</b>	<b>500.67</b>
<b>Daigneault, Robert G.</b>				
Sick	82.50	2.50	0.00	85.00
Vacation	26.30	2.10	0.00	28.40
	<b>108.80</b>	<b>4.60</b>	<b>0.00</b>	<b>113.40</b>
<b>Donnell, Joyce</b>				
Sick	534.50	4.00	0.00	538.50
Vacation	85.10	5.00	0.00	90.10
	<b>619.60</b>	<b>9.00</b>	<b>0.00</b>	<b>628.60</b>
<b>Grand Total:</b>	<b>1,688.80</b>	<b>33.27</b>	<b>23.00</b>	<b>1,699.07</b>

Component	Starting Balance	Earned	Used	Balance
Sick	1,249.00	14.50	0.00	1,263.50
Vacation	439.80	18.77	23.00	435.57
<b>Grand Total:</b>	<b>1,688.80</b>	<b>33.27</b>	<b>23.00</b>	<b>1,699.07</b>

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Monthly Police Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The Monthly Police Report for December is presented for your review and discussion.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. December Police Report

## LOWELL PATROL LOG DECEMBER 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Dec	401	18:00	19:30	1:30						
2-Dec	407	23:30	1:00	1:30						
4-Dec	407	0:00	1:30	1:30						
5-Dec	407	1:00	2:30	1:30						
1-Dec	408	0:30	2:30	2:00						
2-Dec	408	1:30	3:30	2:00						
6-Dec	408	0:30	3:30	3:00						
7-Dec	408	0:30	1:30	1:00						
9-Dec	407	0:30	2:00	1:30						
19-Dec	408	0:00	2:00	2:00						
20-Dec	408	0:00	1:30	1:30						
24-Dec	408	1:00	5:00	4:00						
25-Dec	408	2:00	4:30	2:30						
26-Dec	408	23:00	1:30	2:30						
27-Dec	408	22:00	0:00	2:00						
28-Dec	408	0:00	2:30	2:30						
30-Dec	408	1:00	3:00	2:00						
31-Dec	420	11:00	17:30	6:30						
31-Dec	406	14:30	15:30	1:00						
<b>TOTAL HOURS</b>				<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED		
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		
NON-MOVING		
DEFECTIVE EQUIPMENT		
SEAT BELT		
NO LICENSE		
REGISTRATION VIOLATIONS		
NO INSURANCE		
ALCOHOL/MARIJUANA		
NO PROOF INSURANCE		
<b>TOTAL</b>	<b>0</b>	<b>0</b>

DATE	TIME	DESCRIPTION
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## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** January 11, 2019  
**SUBJECT:** Public Works Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The attached Public Works Report is for the period of December 15 – January 11. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, Training and Certification, and Code Enforcement.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report





**Public Works Department**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Fax: 541-937-2936  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** January 11, 2019  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff removed Holiday decorations from Covered Bridge. The far South gate (highway 58 side) of the Covered Bridge was opened and safely secured in the open position.

Still brainstorming on ideas to mitigate pigeon issues.

Park inspections are complete for January.

A tarp was placed on the caboose at RR park to prevent further damage from a leaking roof. Staff has ordered some sealant to repair the leaks.

### **Wastewater Treatment Plant/Collections**

Staff has requested a quote to switch interior and exterior lights plantwide to LED. Many of the existing lights installed need replacement or extensive maintenance.

### **Water Treatment Plant/Distribution**

5 New water meters were installed.

Staff repaired a water leak at 75 Loftus. Leak was estimated to be 20-25 GPM.

### **Training and Certification**

The LCC training intern was approved to test for Level I wastewater treatment.

### **Code Enforcement**

Door Hangers	3
Verbal	1
Vehicles	2
Letters	2

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Draft Committee Minutes

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The most recent draft minutes for the Blackberry Jam Festival Committee are attached for your review.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

For review and discussion only.

**RECOMMENDATION:**

For review and discussion only.

**ATTACHMENTS:**

1. Draft minutes for the Blackberry Jam Festival Committee for January 8, 2019.

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**January 8, 2019**

The meeting was called to order at 7:00 PM by Vice-Chair Michael Galvin

**Members Present:** Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, Diane Stephens, Brad Anderson, Joyce Donnell, Warren Weathers, Lonna Bennett, Patty Jo Angelini, CA - Jared Cobb

**Approval of Minutes: George Wild moved to approve the minutes of November 13, 2018, second by Diane Stephens. Approved by consensus.**

**Old Business:**

**1) Marketing:**

Financial: CA Cobb provided a report for December 2018. Michael requested that the 2016-17 be added to the report for comparison, at the next meeting.

Public Relations/Advertising/ Program: Patty Jo discussed options to provide more exposure, it was the consensus to continue with the printable program and set up like last year. A list of advertisers was provided to the members to seek verification. Patty Jo stated that the yearly payment on the Go Daddy domain name needs follow up.

Poster: Patty Jo will proceed with help from Aaron Graham and Laura Anderson to design this year's poster. Freedom was given to create the 25<sup>th</sup> Anniversary Edition.

Sponsorship: Patty Jo would like to encourage the sponsors to provide a banner to be displayed at the festival.

**2) Events:**

Car Show: No report

Craft Vendors: Pam stated she will proceed with sending the applications out.

Entertainment: No report

Fishing Derby: Warren reported there are new leaders and they are changing the event to encourage more involvement.

Food Vendors: No report

Grease Pole Climb: No report.

Horseshoe Event: Brad requested to move the event from Sunday to Saturday, and start registration at 4 PM, and throwing at 5 PM. Approved by consensus.

K9 Event: George reported no change.

Kids Entertainment: Savannah reported that the County Fair and Children's Celebration is also scheduled for that weekend. She is looking for volunteers to help with event and will be contacting the schools, the Boys and Girls Scouts. She has been checking the donated toys, and received a \$20 donation from Lonna Bennett towards the purchase of new toys.

Parade: Diane stated that Superintendent Johnie Matthews will contact Music Director Paul Burch about having the HS Band perform in the parade.

Pie Baking/ Eating Contest: No report

Quilt Show: Gerry provided a picture of the 2019 Quilt, submitted bills for payment and revenue

from ticket sales. Also stated they have begun work on the 2020 Quilt.  
5KRun/Walk: CA reported that he will follow up with Danielle McCallum about the event.

**3) Event Support:**

Security: George reported no change, CA Cobb stated that Oakridge Police will be present.

Garbage/Recycle/Toilets: Joyce stated the new representative of Honey Bucket had made contact, and will get a quote once she has the number of toilets needed. It was decided by consensus to keep the same amount and to use the toilet reserved for RC Flyers, be placed at the East end of the park for the Kids Area.

Layout/set-up/Grounds: CA will provide an updated map of the grounds at the next meeting.

City: Nothing to report.

**New Business:** None

**Other Business:**

- 1) Beer & Wine Garden: CA Cobb presented information from the Oakridge Keg and Cask Festival. After much discussion, Patty Jo volunteered to coordinate the Beer & Wine Garden Event at the BBJ Festival. Pam Baumann move to proceed with the planning of a Beer & Wine Garden Event, with tentative approval of the event subject to the plan proposal. Second by Warren Weathers. Approved by consensus. George Wild opposed.

**Adjourn: 8:35 PM**

**Approved:** \_\_\_\_\_  
**Michael Galvin – Vice-Chair**

**Date:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

**Date:** \_\_\_\_\_

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Resolution 710  
Naming Library for Maggie Osgood

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

Councilor Angelini requested an agenda item to name the library for the late Volunteer Librarian and City Councilor Maggie Osgood. A draft resolution is attached for review and discussion.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

1. Motion to adopt Resolution 710 – A Resolution Naming the Lowell Public Library in Memory of the Late Volunteer Librarian Maggie Osgood.
2. No action.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Motion to adopt Resolution 710 – A Resolution Naming the Lowell Public Library in Memory of the Late Volunteer Librarian Maggie Osgood.

**CITY OF LOWELL, OREGON**

**RESOLUTION 710**

**A RESOLUTION NAMING THE LOWELL PUBLIC LIBRARY IN MEMORY OF THE  
LATE VOLUNTEER LIBRARIAN MAGGIE OSGOOD**

**WHEREAS**, Maggie Osgood, who departed this life on January 9, 2019, was at the time of her death and for many years prior thereto had been the volunteer librarian in charge of the City’s public library; and

**WHEREAS**, Maggie Osgood was whole-heartedly devoted to the growth and development of the library, giving specific attention to the resources needed to support the children and underserved in our community; and

**WHEREAS**, the Lowell City Council would like to recognize the dedication and efforts of Maggie Osgood by naming the Lowell Public Library as the “Maggie Osgood Library”;

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Lowell, Oregon, hereby names and designates the Lowell Public Library as the “Maggie Osgood Library”.

Adopted by the City Council this 15<sup>th</sup> Day of January 2019.

Approved: \_\_\_\_\_  
Don Bennett, Mayor

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** FY 2017/18 Audit Presentation

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The Annual Financial Report for the year ended June 30, 2018 has been completed and is available for your review. There are no audit findings for FY 2017/18. Bill Trotter, with Emerald CPA Group, will present the audit report and answer questions.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

1. Motion to accept the FY 2017/18 Annual Financial Report.
2. No action.

**RECOMMENDATION:**

Motion to accept the FY 2017/18 Annual Financial Report.

**ATTACHMENTS:**

1. Annual Financial Report for the year ended June 30, 2018.



**CITY OF LOWELL  
LANE COUNTY, OREGON**

**ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2018**



CITY OF LOWELL

CITY OFFICIALS

June 30, 2018

ELECTED OFFICIALS

<u>Name and Address</u>	<u>Position</u>	<u>Term Expires</u>
Don Bennett, Mayor 540 Sunridge Lane Lowell, Oregon 97452	Position 1	December 31, 2022
Patricia Jo Angelini 239 S Pioneer Street Lowell, Oregon 97452	Position 2	December 31, 2020
Jim Burford 160 Wetlau Dr. Lowell, Oregon 97452	Position 3 Council President	December 31, 2020
Maggie Osgood PO Box 6 Lowell, Oregon 97452	Position 4	December 31, 2022
Gail Harris P.O. Box 328 Lowell, Oregon 97452	Position 5	December 31, 2020

APPOINTED OFFICIALS

<u>Name</u>	<u>Position</u>	<u>Appointed</u>
Jared Cobb	City Administrator	June 30, 2015
Milo Mecham	Legal Counsel Attorney at Law	

Mailing Address

City of Lowell  
107 East Third Street  
P.O. Box 490  
Lowell, Oregon 97452  
(541) 937-2157 • Facsimile (541) 937-2936

CITY OF LOWELL  
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***INDEPENDENT AUDITOR'S REPORT***

## **INDEPENDENT AUDITOR'S REPORT**

Mayor and Members of the City Council  
City of Lowell  
Lane County, Oregon

### **Report on the Financial Statements**

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lowell, Oregon, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each minor fund and the aggregate remaining fund Information of the City of Lowell, as of June 30, 2018, and the respective changes in financial position and where applicable, cash flows thereof, for the year then ended in accordance with the modified cash basis of accounting described in note 1.

## **Other Matters**

### Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The Management's Discussion and Analysis on pages i-ix is presented for purposes of additional analysis and is not a required part of the basic financial statements. We have applied certain limited procedures to this supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The combining statements of remaining aggregate fund information and the budgetary schedules presented as supplementary information on pages 23-34 are for the purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## **Report on Other Legal and Regulatory Requirements**

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2018, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting and compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Other Reporting Required by Oregon Minimum Standards*

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated December 31, 2018, on our consideration of the City's internal control over financial reporting and on tests of its compliance with the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

***Emerald CPA Group LLP***

Eugene, Oregon  
December 31, 2018

***MANAGEMENT'S DISCUSSION & ANALYSIS***



**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

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Management's Discussion and Analysis (MD&A) focuses on current year activities and resulting changes. This MD&A is based on currently known facts, decisions, and conditions that existed as of the date of the independent auditor's report. Please read it in conjunction with the City's financial statements, which follow this discussion and analysis.

This discussion and analysis present the highlights of financial activities and the financial position of the City of Lowell. The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, debt administration, capital assets, budget changes and variances from the budget, specific issues related to funds and the economic factors affecting the City.

**FINANCIAL HIGHLIGHTS**

- The City's total Assets as of June 30, 2018 are \$8,822,134, a decrease of \$10,896 from the previous year primarily as a result of capital asset depreciation.
- The City's total Liabilities are \$1,644,202, a decrease of \$64,015 from the previous year, primarily as a result of debt principle payments.
- The City's total debt outstanding decreased \$61,527 or 4% during the current fiscal year. No debt was refinanced or acquired during the fiscal year.
- The City's Net Position increased \$62,809 in governmental activities and decreased \$22,585 in business type activities for a combined increase of \$40,224 over the previous year.
- For its governmental activities, the City received \$140,307 in tax revenue, up \$5,326, or 4% over the prior year.
- For its business type activities, the City recognized \$639,959 in program revenue including \$690,422 in charges for services.
- The City's governmental funds reported a combined fund balance of \$840,535, an increase of \$122,060 over the previous fiscal year. Of the total fund balance reported, \$615,140 is considered nonspendable, restricted, committed or assigned. The remaining \$225,395 is available for spending at the government's discretion.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The following discussion and analysis is intended to serve as an introduction to the City's basic financial statements and other required supplementary information. The City's basic financial statements are comprised of four components:

- Government-wide financial statements
- Fund Financial statements
- Notes to the basic financial statements
- Supplementary information

**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

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**Government-wide financial statements**

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *Statement of Activities* presents information showing how the City's net assets changed during the most recent fiscal year. Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes, fees, and inter-governmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

The governmental activities of the City include the following:

- General Government
- Public Works, Streets
- Infrastructure Systems Development
- Debt Reserve
- Blackberry Jam Festival

The Business-type activities of the City include the following:

- Water Utility
- Sewer Utility

**Fund financial statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to demonstrate and ensure compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: Governmental funds and Proprietary funds.

**Governmental funds**

Governmental funds are used to account for activities where the emphasis is placed on available financial resources, rather than upon net income determination. Therefore, unlike the government-wide financial statements, governmental fund financial statements focus on the acquisition and use of current spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial decisions. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations can be found in the basic financial statements.

**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

---

The City maintains six individual governmental funds: The General Fund, Street Fund, Blackberry Jam Fund, Equipment Fund, Systems Development Charges (SDC) Fund and the Debt Service Fund. Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for each of those funds.

The City adopts an annual appropriated budget for all governmental funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided in the Supplementary Information section.

**Proprietary funds**

Proprietary funds are used to account for activities where the emphasis is placed on net income determination. The City maintains one type of proprietary fund known as an enterprise fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water utility and sewer utility operations and for reserves for water and sewer utility capital improvements. The water and sewer funds, both of which are considered major funds of the City, are combined with their associated reserve fund in the basic financial statements.

The City also adopts an annual appropriated budget for all proprietary funds. The proprietary fund financial statements can be found in the Basic Financial Statements. To demonstrate compliance with the budget, budgetary comparison statements have been provided in the Supplementary Information section.

**Notes to the basic financial statements**

The notes to the basic financial statements contain additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. They are an integral part of the basic financial statements and should be read in conjunction with them.

**Other supplementary information**

The combining statements and schedules referred to earlier follow the notes in this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

One important question asked about the City's finances is, "Is the City better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include all assets and liabilities, with the addition of reporting depreciation on capital assets. This is similar to the basis of accounting used by most private-sector companies.

The change in net position over time is one indicator of whether the City's financial health is improving or deteriorating. However, there are other non-financial factors that influence the City's fiscal health, such as changes in the economy and changes in the City's tax base, etc. This report includes a comparison to the prior year to assist the reader in determining the status of the City's fiscal standing over time. At the close of the most recent fiscal year, the City's assets exceeded liabilities (net position) by \$7,165,037.

**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

**CITY OF LOWELL – NET POSITION**

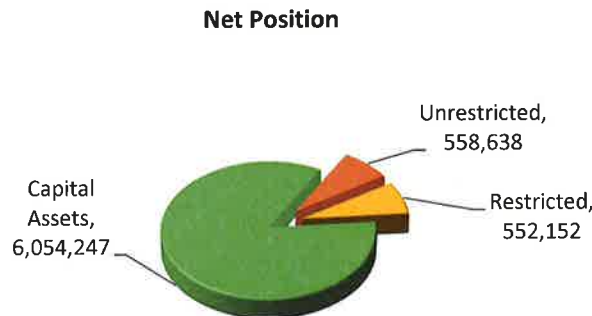
The table below reflects a summary of net position compared to the prior fiscal year, the following notes summarize the major changes to net position.

	Government		Business		Total		Change
	June 2018	June 2017	June 2018	June 2017	June 2018	June 2017	
Current and other assets	\$ 843,012	\$ 724,930	\$ 315,710	\$ 217,077	\$ 1,158,722	\$ 942,007	\$ 216,715
Capital assets	3,083,574	3,129,930	4,579,838	4,761,093	7,663,412	7,891,023	(227,611)
Total assets	\$ 3,926,586	\$ 3,854,860	\$ 4,895,548	\$ 4,978,170	\$ 8,822,134	\$ 8,833,030	\$ (10,896)
Current liabilities	\$ 2,477	\$ 6,455	\$ 32,560	\$ 31,070	\$ 35,037	\$ 37,525	\$ (2,488)
Non-current liabilities	-	-	1,609,165	1,670,692	1,609,165	1,670,692	(61,527)
Total liabilities	\$ 2,477	\$ 6,455	\$ 1,641,725	\$ 1,701,762	\$ 1,644,202	\$ 1,708,217	\$ (64,015)
<b>Net position:</b>							
Net investment in capital assets	\$ 3,083,574	\$ 3,129,930	\$ 2,970,673	\$ 3,090,401	\$ 6,054,247	\$ 6,220,331	\$ (166,084)
Restricted	552,152	495,677	-	-	552,152	495,677	56,475
Unrestricted	275,488	222,798	283,150	186,007	558,638	408,805	149,833
Total net position	\$ 3,911,214	\$ 3,848,405	\$ 3,253,823	\$ 3,276,408	\$ 7,165,037	\$ 7,124,813	\$ 40,224

**Changes in net position**

The entire balance of unrestricted net position may be used to meet the government's ongoing obligations to citizens and creditors within the fund they are located. The City's current and other assets equal \$1,158,722, an increase of \$216,715 from the previous year. The City's total non-current liabilities equal \$1,609,165, a decrease of \$61,527 from the previous fiscal year.

84.5% of the City's net position is invested in capital assets (e.g. land, buildings, equipment, and infrastructure, less accumulated depreciation), and reported net of any related debt. The City uses these capital assets to provide services to its citizens, thus, they do not represent resources available for future spending. 7.7% of the City's net position is restricted and represents cash and investments that are legally restricted for capital expansion or debt service. Finally, the remaining 7.8% is unrestricted, meaning it is available for meeting the City's ongoing obligations. The following chart displays the three components of net position as of June 30<sup>th</sup>.



**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

**CITY OF LOWELL – STATEMENT OF ACTIVITIES**

As with the Statement of Net Position, the Statement of Activities reports activities on a consolidated basis. A summary of significant activities follows the table below.

	Government		Business		Total		Change
	June 2018	June 2017	June 2018	June 2017	June 2018	June 2017	
<b>Revenues:</b>							
Program revenues:							
Charges for service	79,364	64,349	690,422	605,236	769,786	669,585	100,201
Operating grants	27,649	20,140	-	-	27,649	20,140	7,509
<b>Total program revenues</b>	<b>\$ 107,013</b>	<b>\$ 84,489</b>	<b>\$ 690,422</b>	<b>\$ 605,236</b>	<b>\$ 797,435</b>	<b>\$ 689,725</b>	<b>\$ 107,710</b>
General revenues:							
Property taxes	\$ 140,307	\$ 134,981	\$ -	\$ -	\$ 140,307	\$ 134,981	\$ 5,326
Franchise & public service taxes	130,777	95,459	-	-	130,777	95,459	35,318
Investment earnings	6,921	7,782	3,265	-	10,186	7,782	2,404
Other	61,215	75,076	272	309	61,487	75,385	(13,898)
Gain (loss) on sale of asset	16,419	-	-	-	16,419	-	16,419
<b>Total general revenues</b>	<b>355,639</b>	<b>313,298</b>	<b>3,537</b>	<b>309</b>	<b>359,176</b>	<b>313,607</b>	<b>45,569</b>
<b>Total revenues:</b>	<b>\$ 462,652</b>	<b>\$ 397,787</b>	<b>\$ 693,959</b>	<b>\$ 605,545</b>	<b>\$ 1,156,611</b>	<b>\$ 1,003,332</b>	<b>\$ 153,279</b>
<b>Expenses:</b>							
General government	\$ 118,225	\$ 223,034	\$ -	\$ -	\$ 118,225	\$ 223,034	\$ (104,809)
Community Development	42,730	-	-	-	42,730	-	42,730
Culture & recreation	67,812	19,376	-	-	67,812	19,376	48,436
Tourism	9,695	-	-	-	9,695	-	9,695
Public safety	30,200	-	-	-	30,200	-	30,200
Municipal court	10,294	-	-	-	10,294	-	10,294
Highways & streets	101,427	96,103	-	-	101,427	96,103	5,324
Water	-	-	358,810	348,683	358,810	348,683	10,127
Sewer	-	-	377,194	387,717	377,194	387,717	(10,523)
<b>Total expenses:</b>	<b>380,383</b>	<b>338,513</b>	<b>736,004</b>	<b>736,400</b>	<b>1,116,387</b>	<b>1,074,913</b>	<b>41,474</b>
Increase in net position before transfers	82,269	59,274	(42,045)	(130,855)	40,224	(71,581)	111,805
Transfer to or (from) other funds	(19,460)	(91,924)	19,460	91,924	-	-	-
Change in net position	62,809	(32,650)	(22,585)	(38,931)	40,224	(71,581)	111,805
Beginning net position	3,848,405	3,881,055	3,276,408	3,315,339	7,124,813	7,196,394	(71,581)
<b>Ending net position</b>	<b>\$ 3,911,214</b>	<b>\$ 3,848,405</b>	<b>\$ 3,253,823</b>	<b>\$ 3,276,408</b>	<b>\$ 7,165,037</b>	<b>\$ 7,124,813</b>	<b>\$ 40,224</b>

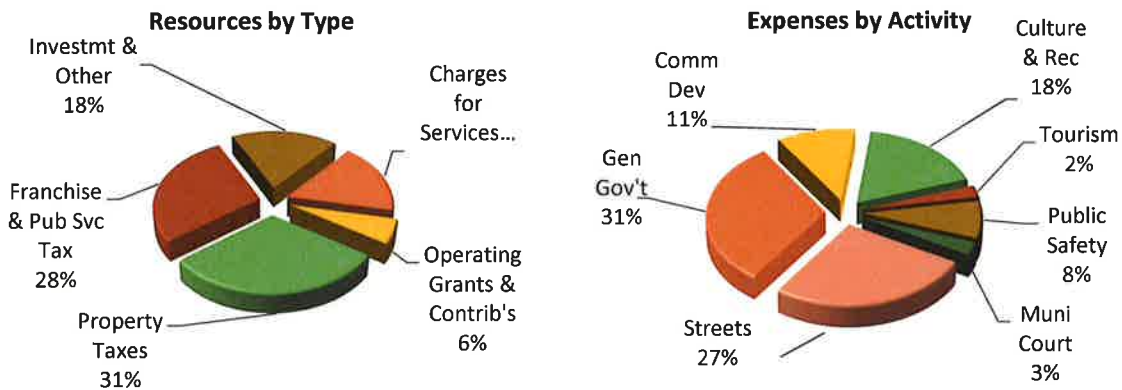
**CITY OF LOWELL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ending June 30, 2018**

**Governmental Activities**

The net position for governmental activities increased \$62,809 over the prior year. This increase is mainly due to overall increases to charges for services, franchise fees and shared revenues, along with the sale of fixed assets.

Financial highlights from governmental activities for the year include:

- Property taxes comprise approximately 30.3% of governmental resources. For operating purposes, property tax revenues increase \$5,326 over last year, as allowed by statute.
- Charges for services represent 17.2% of governmental resources which include: Building & electrical permits, land use and other permits, animal licenses and library fees.
- Operating grants and contributions increased by \$7,509 over the prior year. This increase is mainly due to an increase to the Rural Tourism Marketing Program Grant, and a \$1,000 DLCD grant.
- Total governmental activity expense increased \$41,870 over last year.

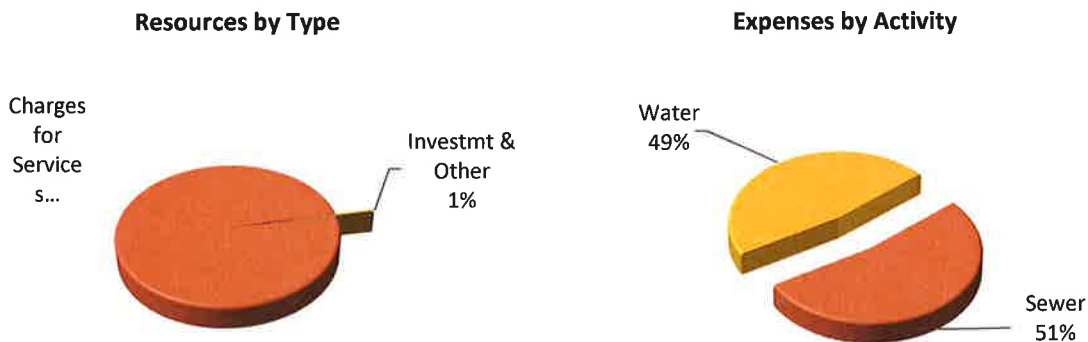


**Business Activities**

Business-type activities resulted in a \$22,585 decrease to net position from the prior year.

Key activities during the fiscal year include:

- Charges for services in the water and sewer funds generated the majority of the \$693,959 in revenues for all business-type activities.
- Expenses remained consistent with last year, with an overall decrease of \$396.



**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

**FUND FINANCIAL ANALYSIS**

As previously discussed, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A summary of the City's fund balances and fund types follows the table below.

	Government		Business		Total		Change
	June 2018	June 2017	June 2018	June 2017	June 2018	June 2017	
General Fund	\$ 225,395	\$ 184,077	\$ -	\$ -	\$ 225,395	\$ 184,077	\$ 41,318
Street Fund	126,292	126,877	-	-	126,292	126,877	(585)
SDC Fund	397,391	316,946	-	-	397,391	316,946	80,445
Equipment Fund	43,614	17,195	-	-	43,614	17,195	26,419
BBJ Festival Fund	19,374	21,526	-	-	19,374	21,526	(2,152)
Debt Service Fund	28,469	51,854	-	-	28,469	51,854	(23,385)
Water Operating Fund	-	-	1,548,912	1,597,381	1,548,912	1,597,381	(48,469)
Water Reserve Fund	-	-	15,752	11,814	15,752	11,814	3,938
Sewer Operating fund	-	-	1,682,489	1,662,118	1,682,489	1,662,118	20,371
Sewer Reserve Fund	-	-	6,670	5,095	6,670	5,095	1,575
<b>Total:</b>	<b>\$ 840,535</b>	<b>\$ 718,475</b>	<b>\$ 3,253,823</b>	<b>\$ 3,276,408</b>	<b>\$ 4,094,358</b>	<b>\$ 3,994,883</b>	<b>\$ 99,475</b>

**Governmental funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$840,535, of which \$225,395 is unassigned fund balance. Of the remaining amount \$523,683 is restricted for streets and systems development and \$91,457 is assigned for equipment, debt service and the Blackberry Jam.

**Business-type (Proprietary) funds**

The Water and Sewer funds ended the year with a \$22,585 decrease in net position, for a combined net position of \$3,253,823.

The Water fund ended the fiscal year with a net position of \$1,564,664, with \$325,415 of that amount unrestricted and the remaining balance restricted for or invested (net) in capital assets.

The Sewer fund ended the fiscal year with a net position of \$1,689,159, with \$177,579 of that amount unrestricted and the remaining balance restricted for or invested (net) in capital assets.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The budgetary statement for the General Fund shows the original budget, final budget, actual revenues, expenditures, debt service and transfers for the fiscal year ending June 30, 2018. Five budgetary adjustments were approved by Council during the fiscal year. The adjustments included an increase of \$4,200 to police services, an increase of \$16,130 for building permits and the following grants: Parks Master Plan \$32,000, Downtown Master Plan \$30,000, Oregon Department of Land Conservation and Development \$1,000, Lane Library League \$400. Final budgeted expense amounts for program appropriations differ from the original budget appropriations by \$20,300, or 2.4%, with amounts funded through contingency.

**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets**

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2018 was \$7,663,412 (net of accumulated depreciation). This investment in capital assets includes land, right-of-way, buildings and improvements, improvements other than buildings (such as parks and park improvements), equipment, and infrastructure (streets, water, storm water, and wastewater).

	Government		Business		Total		Change
	June 2018	June 2017	June 2018	June 2017	June 2018	June 2017	
Land	\$ 1,969,035	\$ 1,969,035	\$ 92,179	\$ 92,179	\$ 2,061,214	\$ 2,061,214	\$ -
Construction in progress	9,005	9,005	13,508	13,508	22,513	22,513	-
Buildings	252,538	252,538	44,347	44,347	296,885	296,885	-
Infrastructure	1,295,704	1,295,704	9,041,101	9,041,101	10,336,805	10,336,805	-
Furnishings and equipment	61,487	71,437	119,545	94,905	181,032	166,342	14,690
<b>Total:</b>	<b>3,587,769</b>	<b>3,597,719</b>	<b>9,310,680</b>	<b>9,286,040</b>	<b>12,898,449</b>	<b>12,883,759</b>	<b>14,690</b>
Accum depreciation:	(504,195)	(467,789)	(4,730,842)	(4,524,947)	(5,235,037)	(4,992,736)	(242,301)
<b>Net capital assets:</b>	<b>\$ 3,083,574</b>	<b>\$ 3,129,930</b>	<b>\$ 4,579,838</b>	<b>\$ 4,761,093</b>	<b>\$ 7,663,412</b>	<b>\$ 7,891,023</b>	<b>\$ (227,611)</b>

**Debt Administration**

Debt outstanding of \$1,609,165 includes notes payable through Business Oregon and United States Department of Agriculture – Rural Utilities Services (USDA RUS) for water and sewer system improvements. None of this debt is paid with general obligation bonds.

During the fiscal year, all scheduled debt service payments were met. Debt service requirements are met by revenue generated by the water and sewer utilities, water and sewer system development charges, reimbursement district assessments and/or applicable existing debt reserve. The decrease of \$61,527 from the previous year reflects principal payment on long-term debt. Of the total debt, \$63,309 is due within one year, and \$1,545,857 is due within more than one year.

	Government		Business		Total		Change
	June 2018	June 2017	June 2018	June 2017	June 2018	June 2017	
Long term obligations:							
<b>Notes payable:</b>							
Business Oregon (S0006)	\$ -	\$ -	\$ 47,413	\$ 61,851	\$ 47,413	\$ 61,851	\$ (14,438)
Business Oregon (J05001)	-	-	130,248	137,960	130,248	137,960	(7,712)
Business Oregon (G02002)	-	-	224,268	242,306	224,268	242,306	(18,038)
USDA RUS (91-03)	-	-	862,443	877,687	862,443	877,687	(15,244)
USDA RUS (92-05)	-	-	344,793	350,888	344,793	350,888	(6,095)
<b>Total obligations:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,609,165</b>	<b>\$ 1,670,692</b>	<b>\$ 1,609,165</b>	<b>\$ 1,670,692</b>	<b>\$ (61,527)</b>



**CITY OF LOWELL**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ending June 30, 2018**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The City of Lowell is in a stable financial position and continues to experience a slow growth rate and expansion of its infrastructure. The fiscal year 2018-2019 budget was approved by the City Council on June 5, 2018, in the total amount of \$2,760,223, including \$560,790 in ending fund balances, \$442,505 in inter-fund transfers, \$115,993 in debt service and \$269,445 in capital outlay. The budget reflects the City is dedicated to investing in its infrastructure while ensuring that it is able to maintain high quality services to the City.

Property taxes are the primary resource for the General Fund. The City's permanent tax rate is \$2.1613 per \$1,000 of assessed valuation. Taxes from the permanent rate are recorded in the General Fund as discretionary revenues to support General Fund programs such as Police, Municipal Court, Library, Parks and Recreation and Community Development. Property taxes are budgeted at \$138,610 for the 2018-2019 fiscal year.

Franchise fees and privilege taxes are the second largest revenue source for the General Fund, budgeted at \$54,279, and have proven to be largely stable. These fees are charged to various utility companies for use of public right-of-way based upon a percentage of net sales within city limits.

Intergovernmental revenues, budgeted at \$32,151, originate from state and county shared revenues. The state shared revenues include liquor and cigarette excise taxes, state shared revenues and others. The revenues are allocated by various formulas, but utilize a per capita rate. Increases in next year's budget are due primarily to the addition of marijuana tax revenue and an anticipated increase to liquor tax revenue.

Utility rates are reviewed regularly and adjusted by the City Council to ensure charges are sufficient to finance all related operating, capital outlay, debt service expenses, and operating reserves, as such:

- Water rates will increase 3% effective July 1, 2018
- Sewer rates will increase 3% effective July 1, 2018

The personal services budget includes a 5% step increase for employees that receive a satisfactory performance evaluation. Medical benefits are anticipated to increase 6%, and Public Employees Retirement System (PERS) rates are expected to remain flat at 11.5%.

Uncertainties about future economic changes and financial impacts are common to all cities. While the local economy may be characterized as stable, significant economic growth is not anticipated for the ensuing fiscal year. The 2018 population estimate is 1,075, an increase of just 0.05%, as provided by the Population Research Center at Portland State University. Revenues are expected to grow slowly at or near the rate of inflation.

**REQUESTS FOR INFORMATION**

The financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the City's finances and to demonstrate the City's accountability. If you have questions about the report or need additional financial information, please contact:

Jared Cobb, City Administrator  
City of Lowell  
P. O. Box 490  
Lowell, OR 97452

***BASIC FINANCIAL STATEMENTS***

**CITY OF LOWELL**  
**Statement of Net Position**  
**Modified Cash Basis**  
**June 30, 2018**

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and equivalents	\$ 843,012	\$ 315,710	\$ 1,158,722
Capital Assets			
Land and construction in progress	1,978,040	105,687	2,083,727
Infrastructure	1,295,704	-	1,295,704
Buildings and improvements	252,538	9,090,836	9,343,374
Equipment and Furniture, net of depreciation	61,487	114,157	175,644
Less: Accumulated depreciation	<u>(504,195)</u>	<u>(4,730,842)</u>	<u>(5,235,037)</u>
Net Capital assets	<u>3,083,574</u>	<u>4,579,838</u>	<u>7,663,412</u>
Total Assets	<u>\$ 3,913,691</u>	<u>\$ 4,895,548</u>	<u>\$ 8,809,239</u>
<b>LIABILITIES</b>			
Due to other governmental agencies	\$ 2,477	\$ -	\$ 2,477
Utility deposits	-	32,560	32,560
Long-term liabilities			
Due within one year			
Bonds, capital leases and contracts	-	63,309	63,309
Due in more than one year			
Bonds, capital leases and contracts	<u>-</u>	<u>1,545,856</u>	<u>1,545,856</u>
Total liabilities	<u>2,477</u>	<u>1,641,725</u>	<u>1,644,202</u>
<b>NET POSITION</b>			
Net investment in capital assets	3,083,574	2,970,673	6,054,247
Restricted for:			
Streets	126,292	-	126,292
Capital projects (SDC funds)	397,391	-	397,391
Unrestricted	<u>303,957</u>	<u>283,150</u>	<u>587,107</u>
Total net position	<u>\$ 3,911,214</u>	<u>\$ 3,253,823</u>	<u>\$ 7,165,037</u>

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Statement of Activities**  
**Modified Cash Basis**  
**For the Year Ended June 30, 2018**

<b>Functions/Programs</b>	<b>Program Revenue</b>			<b>Net (Expense) Revenue and Changes in Net Position</b>		
	<b>Expenses</b>	<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Primary government</b>						
Governmental Activities						
General Government	\$ 118,225	\$ 49,458	\$ 16,888	\$ (51,879)	\$ -	\$ (51,879)
Community Development	42,730	-	-	(42,730)	-	(42,730)
Public Safety	30,200	-	-	(30,200)	-	(30,200)
Tourism	9,695	-	-	(9,695)	-	(9,695)
Highways and Streets	101,427	8,007	-	(93,420)	-	(93,420)
Culture and Recreation	67,812	21,899	10,761	(35,152)	-	(35,152)
Municipal Court	10,294	-	-	(10,294)	-	(10,294)
Total governmental activities	<u>380,383</u>	<u>79,364</u>	<u>27,649</u>	<u>(273,370)</u>	<u>-</u>	<u>(273,370)</u>
Business-type activities:						
Water FD	358,810	308,138	-	-	(50,672)	(50,672)
Sewer FD	377,194	382,284	-	-	5,090	5,090
Total business-type activities	<u>736,004</u>	<u>690,422</u>	<u>-</u>	<u>-</u>	<u>(45,582)</u>	<u>(45,582)</u>
Total primary government	<u>\$ 1,116,387</u>	<u>\$ 769,786</u>	<u>\$ 27,649</u>	<u>(273,370)</u>	<u>(45,582)</u>	<u>(318,952)</u>
<b>General revenues:</b>						
Taxes:						
Property taxes, levied for general purposes				140,307	-	140,307
Franchise fees				130,777	-	130,777
Unrestricted investment earnings				6,921	3,265	10,186
Miscellaneous				61,215	272	61,487
Gain on sale of asset				16,419	-	16,419
Transfers				(19,460)	19,460	-
Total general revenues and transfers				<u>336,179</u>	<u>22,997</u>	<u>359,176</u>
Change in net position				62,809	(22,585)	40,224
Net position - beginning				<u>3,848,405</u>	<u>3,276,408</u>	<u>7,124,813</u>
Net position - ending				<u>\$ 3,911,214</u>	<u>\$ 3,253,823</u>	<u>\$ 7,165,037</u>

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Balance Sheet**  
**Modified Cash Basis**  
**Governmental Funds**  
**June 30, 2018**

	<u>General Fund</u>	<u>Street Fund</u>	<u>SDC Fund</u>	<u>Debt Reserve Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>						
Cash and cash equivalents	\$ 227,872	\$ 126,292	\$ 397,391	\$ 28,469	\$ 62,988	\$ 843,012
Total assets	<u>\$ 227,872</u>	<u>\$ 126,292</u>	<u>\$ 397,391</u>	<u>\$ 28,469</u>	<u>\$ 62,988</u>	<u>\$ 843,012</u>
<b>LIABILITIES, AND FUND BALANCES</b>						
Liabilities:						
Payable to other governments	\$ 2,477	-	-	-	-	\$ 2,477
Total liabilities	<u>2,477</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,477</u>
Fund Equity:						
Restricted for:						
Streets	-	126,292	-	-	-	126,292
SDC	-	-	397,391	-	-	397,391
Assigned for:						
Debt service	-	-	-	28,469	-	28,469
Blackberry Jam Festival	-	-	-	-	19,374	19,374
Capital projects	-	-	-	-	43,614	43,614
Unassigned	<u>225,395</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,395</u>
Total fund balances	<u>225,395</u>	<u>126,292</u>	<u>397,391</u>	<u>28,469</u>	<u>62,988</u>	<u>840,535</u>
Total liabilities and fund balances	<u>\$ 227,872</u>	<u>\$ 126,292</u>	<u>\$ 397,391</u>	<u>\$ 28,469</u>	<u>\$ 62,988</u>	<u>\$ 843,012</u>

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Reconciliation of the Governmental Funds Balance Sheet to the Statement of**  
**Net Position**  
**Modified Cash Basis**  
**June 30, 2018**

Total fund balance, governmental funds \$ 840,535

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position. 3,083,574

Certain other long-term assets are not available to pay current period expenditures and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position. -

The assets and liabilities of certain internal service funds are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position.

Some liabilities, (such as Notes Payable, Capital Lease Contract Payable, Long-term Compensated Absences, and Bonds Payable ), are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position. -

Payment on interfund loan in the governmental funds (12,895)

Net Position of Governmental Activities in the Statement of Net Position \$ 3,911,214

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**Modified Cash Basis**  
**For the Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Street Fund</u>	<u>SDC Fund</u>	<u>Debt Reserve Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>						
Property Taxes	\$ 140,307	\$ -	\$ -	\$ -	\$ -	\$ 140,307
Fees and fines	3,726	-	67,208	-	-	70,934
Licenses and permits	91,134	1,340	-	-	-	92,474
Intergovernmental	35,419	67,914	-	-	-	103,333
Charges for services	4,956	-	-	-	-	4,956
Investment earnings	6,398	94	342	75	12	6,921
Miscellaneous	15,108	4,289	-	-	-	19,397
Blackberry Jam Festival receipts	-	-	-	-	20,806	20,806
Total revenues	<u>297,048</u>	<u>73,637</u>	<u>67,550</u>	<u>75</u>	<u>20,818</u>	<u>459,128</u>
<b>EXPENDITURES</b>						
Current:						
General government	103,074	-	-	-	-	103,074
Community Development	42,730	-	-	-	-	42,730
Public Safety	30,200	-	-	-	-	30,200
Tourism	9,695	-	-	-	-	9,695
Highways and Streets	-	70,222	-	-	-	70,222
Culture and recreation	44,842	-	-	-	22,970	67,812
Municipal Court	10,294	-	-	-	-	10,294
Total Expenditures	<u>240,835</u>	<u>70,222</u>	<u>-</u>	<u>-</u>	<u>22,970</u>	<u>334,027</u>
Excess (deficiency) of revenues over expenditures	<u>56,213</u>	<u>3,415</u>	<u>67,550</u>	<u>75</u>	<u>(2,152)</u>	<u>125,101</u>
<b>OTHER FINANCING SOURCES (USES)</b>						
Proceeds from sale of capital assets	-	-	-	-	16,419	16,419
Proceeds from payment of interfund loan	-	-	12,895	-	-	12,895
Payment of interfund loan	(12,895)	-	-	-	-	(12,895)
Transfers in	-	-	-	-	10,000	10,000
Transfers out	(2,000)	(4,000)	-	(23,460)	-	(29,460)
Total other financing sources and uses	<u>(14,895)</u>	<u>(4,000)</u>	<u>12,895</u>	<u>(23,460)</u>	<u>26,419</u>	<u>(3,041)</u>
Net change in fund balances	41,318	(585)	80,445	(23,385)	40,686	138,479
Fund balances - beginning	<u>184,077</u>	<u>126,877</u>	<u>316,946</u>	<u>51,854</u>	<u>38,721</u>	<u>718,475</u>
Fund balances - ending	<u>\$ 225,395</u>	<u>\$ 126,292</u>	<u>\$ 397,391</u>	<u>\$ 28,469</u>	<u>\$ 79,407</u>	<u>\$ 856,954</u>

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund**  
**Balances of Governmental Funds to the Statement of Activities**  
**Modified Cash Basis**  
**For the Year Ended June 30, 2018**

Net change in fund balances - total governmental funds:	\$	138,479
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
This is the amount by which capital outlays \$0 were less than depreciation of \$46,356 in the current period.		(46,356)
Payment on interfund loan in the governmental funds		(12,895)
Change in net position of governmental activities	\$	62,809

The accompanying notes are an integral part of these financial statements



**CITY OF LOWELL**  
**Statement of Net Position**  
**Proprietary Funds**  
**Modified Cash Basis**  
**June 30, 2018**

	<b>Enterprise Funds</b>		
	<b>Water Operating Fund</b>	<b>Sewer Operating Fund</b>	<b>Total</b>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 187,421	\$ 128,289	\$ 315,710
Total current assets	187,421	128,289	315,710
Non-current assets:			
Capital Assets:			
Land and improvements	81,179	11,000	92,179
Utility System	4,298,779	4,792,057	9,090,836
Construction in Progress	6,754	6,754	13,508
Equipment and Furniture	82,621	31,536	114,157
Less Accumulated depreciation	(2,084,549)	(2,646,293)	(4,730,842)
Total non-current assets	2,384,784	2,195,054	4,579,838
Total assets	\$ 2,572,205	\$ 2,323,343	\$ 4,895,548
<b>LIABILITIES</b>			
Current Liabilities:			
Utility Deposits	\$ 32,560	\$ -	\$ 32,560
Bonds, notes and loans payable	34,820	28,489	63,309
Total current liabilities	67,380	28,489	95,869
Non-current liabilities:			
Bonds, notes and loans payable	940,161	605,695	1,545,856
Total non-current liabilities	940,161	605,695	1,545,856
Total liabilities	1,007,541	634,184	1,641,725
<b>NET POSITION</b>			
Net investment in capital assets	1,239,249	1,511,580	2,750,829
Unrestricted	325,415	177,579	502,994
Total net position	\$ 1,564,664	\$ 1,689,159	\$ 3,253,823

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Modified Cash Basis**  
**Proprietary Funds**  
**For the Year Ended June 30, 2018**

	<b>Enterprise Funds</b>		
	<b>Water Operating Fund</b>	<b>Sewer Operating Fund</b>	<b>Total</b>
<b>REVENUES</b>			
Charges for services	\$ 301,704	\$ 337,157	\$ 638,861
Miscellaneous	6,707	45,125	51,832
Total operating revenues	<u>308,411</u>	<u>382,282</u>	<u>690,693</u>
<b>OPERATING EXPENSES</b>			
Personal services	144,507	144,511	289,018
Contractual services	14,293	11,559	25,852
Utilities	19,706	38,794	58,500
Repairs and maintenance	-	3,864	3,864
Other supplies and expenses	50,109	36,187	86,296
Insurance claims and expenses	5,731	5,731	11,462
Depreciation	93,923	111,972	205,895
Total Operating Expenses	<u>328,269</u>	<u>352,618</u>	<u>680,887</u>
Operating income (loss)	<u>(19,858)</u>	<u>29,664</u>	<u>9,806</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest and investment revenue	153	3,112	3,265
Interest expense	(30,541)	24,575	(5,966)
Total non-operating revenue (expenses)	<u>(30,388)</u>	<u>27,687</u>	<u>(2,701)</u>
Income (loss) before contributions and transfers	<u>(50,246)</u>	<u>8,201</u>	<u>(42,045)</u>
Transfers in	11,653	17,320	28,973
Transfers out	(5,938)	(3,575)	(9,513)
Change in net position	<u>(44,531)</u>	<u>21,946</u>	<u>(22,585)</u>
Total net position - beginning	<u>1,609,195</u>	<u>1,667,213</u>	<u>3,276,408</u>
Total net position - ending	<u>\$ 1,564,664</u>	<u>\$ 1,689,159</u>	<u>\$ 3,253,823</u>

The accompanying notes are an integral part of these financial statements

**CITY OF LOWELL**  
**Statement of Cash Flows - Proprietary Funds**  
**Modified Cash Basis**  
**For the Year Ended June 30, 2018**

	<b>Enterprise Funds</b>		
	<b>Water Operating Fund</b>	<b>Sewer Operating Fund</b>	<b>Total</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from customers	\$ 303,195	\$ 337,157	\$ 640,352
Miscellaneous operating revenue	6,707	45,125	51,832
Payments to suppliers	(89,839)	(96,135)	(185,974)
Payments to employees	(144,507)	(144,511)	(289,018)
Net cash provided (used) by operating activities	<u>75,556</u>	<u>141,636</u>	<u>217,192</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Payments on Loans	(33,539)	(27,989)	(61,528)
Purchases of capital assets	(24,640)	-	(24,640)
Interest paid on capital debts	(30,541)	(24,575)	(55,116)
Non capital financing activities - transfers	5,715	13,745	19,460
Net cash provided (used) by capital related financing activities	<u>(83,005)</u>	<u>(38,819)</u>	<u>(121,824)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest on investments	153	3,112	3,265
Net cash provided (used) by investing activities	<u>153</u>	<u>3,112</u>	<u>3,265</u>
Net increase (decrease) in cash and cash equivalents	<u>(7,296)</u>	<u>105,929</u>	<u>98,633</u>
Cash Balances - beginning of the year	<u>194,717</u>	<u>22,360</u>	<u>217,077</u>
Cash Balances - end of the year	<u>\$ 187,421</u>	<u>\$ 128,289</u>	<u>\$ 315,710</u>
<b>RECONCILIATION OF OPERATING INCOME TO NET</b>			
<b>CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>			
Operating income (Loss)	\$ (19,858)	\$ 29,664	\$ 9,806
Adjustments to reconcile operating income:			
Depreciation expense	93,923	111,972	205,895
Rounding	1	-	1
Increase (decrease) in deposits	1,490	-	1,490
Net cash provided (used) by operating activities	<u>\$ 75,556</u>	<u>\$ 141,636</u>	<u>\$ 217,192</u>

The accompanying notes are an integral part of these financial statements

*NOTES TO THE BASIC FINANCIAL STATEMENTS*

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The City of Lowell, Oregon, operates under a Council-Manager form of government. The governing body consists of five elected council members, of which one is selected as Mayor by a majority of the Council.

The City of Lowell, Oregon, is a primary government. A primary government is financially accountable for the organizations (component units) that make up its legal entity. The City has considered all organizations for which the City is financially accountable. Financial accountability may be evidenced by the ability to appoint the voting majority of the governing body, and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific burdens on, the primary government; or a fiscal dependency or intergovernmental relationship so close that exclusion from the primary government would render the financial statements incomplete or misleading. The City has determined that there are no component units required to be included in these financial statements.

**B. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on the entire City. For the most part, the effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. General and other governmental other funds are reported as separate columns in the fund financial statements.

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund equity, revenues and expenditures when they result from cash transactions with a provision for capital assets and depreciation and recognition of long-term debts. The modified cash basis of accounting is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. This basis of accounting is specifically allowed under Oregon rules, and the City considers the use of this basis to be an appropriate reflection of the City's financial status and results of operations.

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for the proprietary funds include the cost of personal and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The City reports the following major governmental funds:

The *General Fund* is the general operating fund of the City. It is used to account for all financial sources except for those required to be accounted for in another fund. The principal revenue sources are property taxes.

The *Street Fund* accounts for receipts for state gasoline taxes and interest. The monies are expended primarily for the repair and maintenance of the City roads and buildings.

The *System Development Charge (SDC) Fund* accounts for receipts of the City's system development charges and related expenses.

The *Debt Reserve Fund* accounts for resources set aside for payments on current and future debt incurred.

The City reports the following major proprietary funds:

The *Water Fund* accounts for the operations of the City's water department. Primary revenues are the sale of water to users and connection fees.

The *Sewer Fund* accounts for the operations of the City's sewer department. Primary revenues are charges for services and connection fees.

Additionally, the City reports the following fund types:

*Special Revenue Funds* are primarily operating funds that account for specific taxes or other revenue sources, which are legally restricted to finance particular functions or activities.

*Capital Projects Funds* are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

As a general rule the effect of inter-fund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include operating grants and contributions and capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed.

**D. Assets, Liabilities, and Net Position**

***Cash and investments***

The cash and investments reported on the statement of net position include checking account, state Local Government Investment Pool (LGIP), and petty cash balances. The City invests in the LGIP, which is managed by the State Treasurer's office. These investments are managed in accordance with the "prudent person rule" and administrative regulations of the State Treasurer, which may change. Eligible investments are those allowed by Oregon law and are not leveraged and do not contain any derivative products. The City reports the fair value of their position in the pool as the same as the value of the pool shares.

***Receivables and payables***

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" or "advances to/from other funds". All other outstanding balances between funds are reported as "due to/from other funds."

Lane County makes all assessments of property value, and levies and collects the taxes for the City. Assessments of property values are as of January 1 of each year. Real property taxes are levied and attach as an enforceable lien on property on July 1. Taxes are payable in three installments on November 15, February 15, and May 15. A 3% discount is allowed for payment in full on November 15. Property taxes unpaid and outstanding on May 16 are considered to be delinquent.

For the current year the City levied taxes at the rate of 2.1613 per \$1,000 of assessed value within the City limits. Measure 50 establishes the permanent rate and allows for an increase of the assessed value of 3% per year.

***Capital assets***

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as any capital purchase, donation or dedication of land, infrastructure, buildings and/or equipment that exceeds \$5,000 for a single acquisition. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Property, plant, and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Equipment	10
Buildings	20
Infrastructure	40

***Long-term Obligations***

General obligation bonds and other revolving loans, issued for sewer and water system construction, are reported as long-term debts in the government-wide financial statements.

***Use of Estimates***

The preparation of basic financial statements in conformity with the modified cash basis requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

***Budgetary Compliance***

Budgets are prepared and adopted, and expenditures are appropriated, in accordance with Oregon Local Budget Law. Budgets are adopted on the cash-basis of accounting, which is not in conformity with generally accepted accounting principles, but is an acceptable method for Oregon Municipal Corporations under Oregon Local Budget Law. All annual appropriations lapse at fiscal year-end. The City does not use encumbrance accounting.

On or before June 30 of each year, the City enacts a resolution approving the budget, appropriating the expenditures, and levying the property taxes. Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members the City Council and a like number of interested citizens. The budget committee presents the budget to the City Council for budget hearings prior to enactment of the resolution.



CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)**

The budget is prepared by fund, and line item, and includes information of the past year, current year estimates, and requested appropriations for the next fiscal year. Expenditures may not exceed legally budgeted appropriations at the level of programs, or alternatively, materials and services, personal services, capital outlay, debt service, transfers out, or other expenditures for each fund.

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**3. CASH AND INVESTMENTS**

Cash and investments consist of the following as of June 30, 2018:

Cash in bank	\$ 609,280
Cash on hand	250
Local government investment pool (LGIP)	<u>549,192</u>
Total	<u>\$ 1,158,722</u>

**Deposits:** Deposits with financial institutions are comprised of bank demand deposits and a certificate of deposit. Total bank balances of the checking accounts, as shown on the banks' records at year-end were \$625,903, The amount in the LGIP was \$549,903.

*Custodial credit risk – deposits:* This is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. In order to minimize this risk, the State of Oregon established the Public Funds Collateralization Program (PFCP).

PFCP is an application created by the Office of the State Treasurer (OST) to facilitate bank depository, custodian and public official compliance with Oregon Revised Statutes 295 (ORS) effective on July 1, 2008. Requirements described on PFCP for depository banks, custodian banks and local governments are set forth as the following:

Banks are required to report quarterly to the State Treasurer, providing quarter-end public funds balance in excess of the FDIC limits, net worth, and FDIC capitalization information. The FDIC assigns each bank with a capitalization category quarterly, either well capitalized, adequately capitalized or undercapitalized. The PFCP calculates, based on this information, the bank's minimum collateral (maximum liability) that must be pledged with the custodian for the next quarter. The maximum liability is reported to the bank, OST and custodian.

The custodian banks hold the collateral pledged by the banks. OST provides the custodian the maximum liability for each bank. Banks will request security pledges, releases and substitutions through the PFCP. The custodian will process the transactions as approved by OST and maintain an inventory of pledged securities. OST will monitor that adequate collateral is pledged at all times and that all banks comply with the requirements of ORS.

Public officials are required to verify that deposit accounts in excess of deposit insurance limits are only maintained at financial institutions included on the list of qualified depositories found on the OST's web site. Public officials are also required to report at least annually, or within 10 days of a change, the banks they do business with, and contact information for the public official. It is the responsibility of the public official to ensure compliance with these requirements in order to eliminate personal liability in the event of a bank loss.

The City's depository bank was listed on the Treasurer's web site, "Qualified Depositories for Public Fund", throughout the fiscal year.

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

**3. CASH AND INVESTMENTS (Continued)**

**Investments:** The only investments held by the City at June 30, 2018, were funds in the LGIP, which is part of the Oregon Short-Term Fund (OSTF). The OSTF is a cash and investment pool available for use by all state agencies and eligible local governments. Then LGIP is an open-ended, no-load diversified portfolio offered to eligible participants who by law are made custodian of, or have control over, any public funds. The City's investment in the LGIP is carried at cost, which approximates fair value. The State of Oregon's investments policies used in administering the LGIP are governed by statute and the Oregon Investment Council (the Council). The State Treasurer is the investment officer for the Council and is responsible for the funds on deposit in the state treasury. The OST's investments in short-term securities are limited by the portfolio rules established by the OSTF Board and the Council. In accordance with Oregon statutes, the investments funds are invested, and the investments of those funds managed, as a prudent investor would do – exercising reasonable care, skill, and caution. The LGIP's portfolio rules provide that broker/dealers meet certain qualifications and that investments and delivered to and held by a third-party custodian that hold the securities in the State of Oregon's name. The LGIP is not registered with the Securities Exchange Commission and is not rated.

**4. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2018 was as follows:

<b>Governmental activities:</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Ending Balance</b>
<b>Capital assets:</b>				
Capital assets not being depreciated:				
Land and land improvements	\$ 1,969,035	\$ -	\$ -	\$ 1,969,035
Construction in progress	9,005	-	-	9,005
Capital assets not being depreciated	<u>1,978,040</u>	-	-	<u>1,978,040</u>
Capital assets being depreciated				
Buildings and improvements	252,538	-	-	252,538
Infrastructure	1,295,704	-	-	1,295,704
Furniture, fixtures and equipment	71,437	-	9,950	61,487
Capital assets being depreciated	<u>1,619,679</u>	-	9,950	<u>1,609,729</u>
Total Capital assets	<u>3,597,719</u>	-	9,950	<u>3,587,769</u>
<b>Accumulated depreciation:</b>				
Buildings and improvements	116,188	11,501	-	127,689
Infrastructure	299,296	32,336	-	331,632
Furniture, fixtures and equipment	52,305	2,519	9,950	44,874
Total accumulated depreciation	<u>467,789</u>	<u>46,356</u>	<u>9,950</u>	<u>504,195</u>
Capital assets, net, governmental activities	<u>\$ 3,129,930</u>	<u>\$ (46,356)</u>	<u>\$ -</u>	<u>\$ 3,083,574</u>
Governmental activities:				
General government				\$ 14,020
Highways and streets				31,205
Culture and recreation				<u>1,131</u>
Total depreciation expense - government activities				<u>\$ 46,356</u>

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

**4. CAPITAL ASSETS (Continued)**

<i><b>Business type activities:</b></i>	<u><b>Beginning Balance</b></u>	<u><b>Additions</b></u>	<u><b>Deletions</b></u>	<u><b>Ending Balance</b></u>
<i><b>Capital assets:</b></i>				
Capital assets not being depreciated:				
Land and land improvements	\$ 92,179	\$ -	\$ -	\$ 92,179
Construction in progress	13,508	-	-	13,508
Capital assets not being depreciated	<u>105,687</u>	<u>-</u>	<u>-</u>	<u>105,687</u>
Capital assets being depreciated				
Buildings	44,347	-	-	44,347
Infrastructure	9,041,101	-	-	9,041,101
Furniture, fixtures and equipment	94,905	24,640	-	119,545
Capital assets being depreciated	<u>9,180,353</u>	<u>24,640</u>	<u>-</u>	<u>9,204,993</u>
Total Capital assets	<u>9,286,040</u>	<u>24,640</u>	<u>-</u>	<u>9,310,680</u>
<i><b>Accumulated depreciation:</b></i>				
Buildings	17,825	882	-	18,707
Infrastructure	4,403,875	203,781	-	4,607,656
Furniture, fixtures and equipment	103,247	1,232	-	104,479
Total accumulated depreciation	<u>4,524,947</u>	<u>205,895</u>	<u>-</u>	<u>4,730,842</u>
Capital assets, net, business type activities	<u>\$ 4,761,093</u>	<u>\$ (181,255)</u>	<u>\$ -</u>	<u>\$ 4,579,838</u>
Business type activities:				
Water				\$ 93,923
Sewer				111,972
Total depreciation expense - business-type activities				<u>\$ 205,895</u>

**5. LONG-TERM DEBT**

SAFE DRINKING WATER REVOLVING LOAN FUND

On August 7, 2002, the City was granted a Water Drinking Revolving Loan in the amount of \$223,000 from the State of Oregon Economic and Community Development Department (OECD). The loan was the part of total amount of \$868,000 for the Project of Construction of Water System Improvements, which consisted of Oregon Community Development Block Grant (\$645,000) and this loan. The loan agreement requires 20 annual payments and carries an interest rate of 4.59%, and maturity date on December 1, 2020. The balance of the loan at June 30, 2018 was \$47,413.

WASTEWATER PROJECT LOAN

On December 4, 2002, the City was granted a loan for Phase I of its Water/Wastewater construction project in the amount of \$425,000 from the State of Oregon Economic and Community Development Department (OECD). Proceeds in the amount of \$161,939 were received during the 2002-03 fiscal year, with the remaining loan proceeds of \$263,061 received during the 2003-2004 fiscal year. The loan agreement requires 25 annual payments and carries an interest rate of 5.35%, and maturity date on December 1, 2027. The balance of the loan at

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

**5. LONG-TERM DEBT (continued)**

June 30, 2018 was \$224,268.

PIONEER STREET RELOCATION PROJECT LOAN

On May 11, 2005, the City was granted a loan for the Pioneer Street Water/Sewer Line Relocation Project in the amount of \$200,000 from the State of Oregon Economic and Community Development Department (OECD). The loan principal is split between the Water and Sewer Funds equally. The loan agreement requires 24 annual payments of \$14,845 beginning December 1, 2006, and carries an interest rate of 5.17%, and maturity date is December 1, 2029. The balance of the loan at June 30, 2018 was \$130,248 apportioned \$65,125 to the water fund and \$65,123 to the sewer fund.

WATER REVENUE LOAN

On April 6, 2012, a water revenue loan for capital improvements to the water system including improving the water treatment facility, constructing a water storage reservoir and extending water services in the amount of \$948,000 was entered into with the United States Department of Agriculture, Rural Development Utilities Services (RUS). The loan financed improvements to the water system including capital improvements to the water treatment facility, construction of a water storage reservoir and extending water service lines. The loan agreement requires 40 annual payments of \$39,380 beginning April 6, 2012, carries an interest rate of 2.75% and a maturity date of April 6, 2052. The balance of the loan at June 30, 2018 was \$862,443.

SEWER REVENUE LOAN

On April 6, 2012, a sewer revenue loan for capital improvements to the sewer system including extending sewer services in the amount of \$379,000 was entered into with the United States Department of Agriculture, Rural Development Utilities Services (RUS). The loan financed capital improvements to the sewer system including extending sewer service lines. The loan agreement requires 40 annual payments of \$15,744 beginning April 6, 2012, carries an interest rate of 2.75% and a maturity date of April 6, 2052. The balance of the loan at June 30, 2018 was \$344,793.

The changes in long-term debt were as follows:

	Fund	Balance Beginning	Additions	Repayment	Balance Ending	Due within one year
Business Oregon (formerly OECD) Drinking Water (S0006)	Water	\$ 61,851	\$ -	\$ 14,438	\$ 47,413	\$ 15,101
Business Oregon (formerly OECD) Pioneer St Reloc. (J05001)	Water/Sewer	68,981	-	3,856	65,125	4,056
USDA Water Revenue Loan	Water	877,687	-	15,244	862,443	15,663
Subtotal Water Fund		1,008,519	-	33,538	974,981	34,820
Business Oregon (formerly OECD) Wastewater (G2002)	Sewer	242,306	-	18,038	224,268	18,171
Business Oregon (formerly OECD) Pioneer St Reloc. (J05001)	Sewer	68,979	-	3,856	65,123	4,056
USDA Sewer Revenue Loan	Water/Sewer	350,888	-	6,095	344,793	6,262
Subtotal Sewer Fund		662,173	-	27,989	634,184	28,489
Totals		\$ 1,670,692	\$ -	\$ 61,527	\$ 1,609,165	\$ 63,309

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

**5. LONG-TERM DEBT (continued)**

Long-term debt service requirements are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2019	\$ 63,308	\$ 52,680	\$ 115,988
2020	65,166	50,146	115,312
2021	67,104	47,519	114,623
2022	51,848	44,792	96,640
2023	58,162	42,766	100,928
2024-2028	317,401	177,986	495,387
2029-2033	179,327	125,847	305,174
2034-2038	173,988	101,632	275,620
2039-2043	199,263	76,357	275,620
2044-2048	228,211	47,409	275,620
2049-2053	205,387	14,273	219,660
<b>Total</b>	<b>\$ 1,609,165</b>	<b>\$ 781,407</b>	<b>\$ 2,390,572</b>

**6. INTERFUND BALANCES AND TRANSFERS**

The Operating transfers for the year are as follows:

<b>Description</b>	<b>Transfer Out</b>	<b>Transfer In</b>
Transfer out From General Fund	\$ 2,000	\$ -
Transfer in to Equipment Fund from General Fund		2,000
Transfer out from Street Fund	4,000	
Transfer in to Equipment Fund from Street Fund	-	4,000
Transfer out from Debt Reserve Fund	23,460	
Transfer in to Water Operating Fund from Debt Reserve Fund		7,715
Transfer in to Sewer Operating Fund from Debt Reserve Fund		15,745
Transfer out from Water Operating Fund	5,938	
Transfer in from Water Operating Fund to Equipment Fund		2,000
Transfer in from Water Operating Fund to Water Reserve Fund		3,938
Transfer out from Sewer Fund	3,575	
Transfer in from Sewer Operating Fund to Equipment Fund		2,000
Transfer in from Sewer Operating Fund to Sewer Reserve Fund		1,575
<b>Total Transfers</b>	<b>\$ 38,973</b>	<b>\$ 38,973</b>

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**6. INTERFUND BALANCES AND TRANSFERS (Continued)**

Transfers are used to move revenues that budget requires to collect and expend them, use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations, and transfer residual equity to the general fund.

In 2010 the General Fund borrowed \$30,000 from the SDC Fund at 2.5% interest and a term of ten years. At June 30, 2018 the balance of the loan was \$0. The loan has been repaid through payments from the General Fund to the SDC Fund.

**7. PENSION PLAN**

**A. Plan Description**

The City contributes to the State of Oregon Public Employees Retirement System (PERS), a cost-sharing multiple-employer defined benefit pension plan administered by the Oregon Public Employees Retirement System. PERS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan member and beneficiaries. The Oregon Public Employees Retirement Fund ("OPERF") applies to the City's contribution for qualifying employees who were hired before August 29, 2003. Oregon Revised Statutes 238 assigns the authority to establish and amend benefit provisions to the PERS Board of Trustees and the State Legislature.

In the 2003 legislative session, the Oregon Legislative Assembly created a successor plan for PERS. The Oregon Public Service Retirement Plan ("OPSRP") is effective for all new employees hired on or after August 29, 2003, and applies to any inactive PERS members who return to employment following a six month or greater break in service. The new plan consists of a defined benefit program (the "Pension Program") and a defined contribution portion (the Individual Account Program or "IAP"). The Pension Program portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated by a formula for members who attain normal retirement age. The formula takes into account final average salary and years of service and a factor that varies based on type of service (general versus police or fire).

Beginning January 1, 2004, all PERS member's contributions go into the IAP portion of OPSRP. PERS members retain their existing PERS accounts, but any future member contributions are deposited into the member's IAP, not the member's PERS account. Those employees who had established a PERS membership prior to creation of OPSRP will be members of both the PERS and OPSRP system as long as they remain in covered employment.

Both PERS and OPSRP are administered by the Oregon Public Employees Retirement Board ("OPERB"). The comprehensive annual financial report for the funds administered by the OPERB may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, Oregon 97281-3700, by calling (503) 598-7377, or by accessing the PERS web site at [www.pers.state.or.us](http://www.pers.state.or.us).

CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**7. PENSION PLAN (Continued)**

**B. Funding Policy**

Members of PERS are required to contribute 6.00% of their salary covered under the plan, which is invested in the OPSRP Individual Account Program. The City is required by ORS 238.225 to contribute at an actuarially determined rate for all the qualifying employees under the OPERF plan, and a general service rate for the qualifying employees under the OPSRP plan. The OPERF and OPSRP rates in effect for the year ended June 30, 2018 were 19.33% and 11.50% respectively. The contribution requirements for plan members are established by ORS Chapter 238 and may be amended by an act of the Oregon Legislature.

**C. Annual Pension Cost**

Employer contributions are calculated in conformance with the provisions of GASB Statement No. 27 as a percentage of covered payroll. Therefore, the contributions transmitted to the System are equal to the Annual Required Contribution (ARC), and there is no Net Pension Obligation (NPO) necessary to amortize any unmade contributions.

For the year ended June 30, 2018, the City's annual pension cost of \$27,309 was equal to the required and actual contributions of the City. The required contribution was determined as part of the December 31, 2015, actuarial valuation using the entry age actuarial cost method. Significant actuarial assumptions used in the valuation include (a) a rate of return on the investment of present and future assets of 7.5% per year, (b) projected salary increases of 4.5% per year attributable to general wage adjustments, with additional increases for promotion and longevity that vary by age and service, (c) projected automatic cost-of-living benefit increases of 2.0% per year, and (d) CPI increases of 3.5% per year, and (e) demographic assumptions that were chosen to reflect the best estimate of emerging experience of the members of the System.

**D. Three-year Trend Information**

Three-year trend information for the City of Lowell is as follows:

Fiscal Year Ending	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
06/30/16	\$23,520	100%	\$0
06/30/17	\$27,309	100%	\$0
06/30/18	\$32,340	100%	\$0

**8. CONTINGENCIES**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor agencies cannot be determined at this time although management expects such amounts, if any, to be immaterial.



CITY OF LOWELL

NOTES TO THE BASIC FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

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**8. CONTINGENCIES (Continued)**

Management believes that there are no liabilities that could result from pending suits, judgments or claims where the amount in excess of insurance coverage would be material to the financial statements.

**9. RISK MANAGEMENT**

The City is operated under various risks and the City participates in various insurance programs to hedge against those risks. The insurance coverage includes general and auto liability, property/mobile equipment, boiler & machinery, excess earthquake, excess crime and others. There have been no losses in excess of insurance coverage for the past three years.

***SUPPLEMENTARY INFORMATION***

**CITY OF LOWELL**  
**Balance Sheet**  
**Other Governmental Funds**  
**Modified Cash Basis**  
**June 30, 2018**

	<b>Blackberry Jam Festival Fund</b>	<b>Equipment Fund</b>	<b>Total Governmental Funds</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 19,374	\$ 43,614	\$ 62,988
Total assets	\$ 19,374	\$ 43,614	\$ 62,988
Fund balances:			
Assigned	\$ 19,374	\$ 43,614	\$ 62,988
Total fund balances	19,374	43,614	62,988
Total liabilities and fund balances	\$ 19,374	\$ 43,614	\$ 62,988

**CITY OF LOWELL**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Other Governmental Funds**  
**Modified Cash Basis**  
**For the Year Ended June 30, 2018**

	<b>Blackberry Jam Festival Fund</b>	<b><u>Equipment</u> Fund</b>	<b>Total-Other Governmental Funds</b>
<b>REVENUES</b>			
Investment earnings	\$ 12	\$ -	\$ 12
Blackberry Jam Festival receipts	20,806	-	20,806
Total revenues	<u>20,818</u>	<u>-</u>	<u>20,818</u>
<b>EXPENDITURES</b>			
Current:			
Culture and recreation	22,970	-	22,970
Total Expenditures	<u>22,970</u>	<u>-</u>	<u>22,970</u>
Excess (deficiency) of revenues over expenditures	<u>(2,152)</u>	<u>-</u>	<u>(2,152)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	-	10,000	10,000
Transfers out	-	-	-
Total other financing sources and uses	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Net change in fund balances	<u>(2,152)</u>	<u>26,419</u>	<u>24,267</u>
Fund balances - beginning	<u>21,526</u>	<u>17,195</u>	<u>38,721</u>
Fund balances - ending	<u>\$ 19,374</u>	<u>\$ 43,614</u>	<u>\$ 62,988</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**General Fund**  
**For the year ended June 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Property Taxes	\$ 136,081	\$ 136,081	\$ 140,307	\$ 4,226
Fees and fines	3,000	3,000	3,726	726
Licenses and permits	75,818	75,818	91,134	15,316
Intergovernmental	26,457	26,457	35,419	8,962
Charges for services	2,900	2,900	4,956	2,056
Investment earnings	522	522	6,398	5,876
Miscellaneous	17,082	80,482	15,108	(65,374)
Total revenues	<u>261,860</u>	<u>325,260</u>	<u>297,048</u>	<u>(28,212)</u>
<b>EXPENDITURES</b>				
Current:				
General government	152,993	152,993	92,901	60,092
Public Safety - Police	27,720	31,920	30,200	1,720
Highways and roads - Tourism	21,850	21,850	9,695	12,155
Community Development	37,685	84,815	42,730	42,085
Library	7,915	8,315	7,789	526
Code enforcement	13,230	13,230	10,173	3,057
Parks & recreation	88,944	120,944	37,053	83,891
Municipal court	13,075	13,075	10,294	2,781
Debt Service:				
Principal	12,895	12,895	12,895	-
Contingency	72,660	52,330	-	52,330
Total Expenditures	<u>448,967</u>	<u>512,367</u>	<u>253,730</u>	<u>258,637</u>
Excess (deficiency) of revenues over expenditures	<u>(187,107)</u>	<u>(187,107)</u>	<u>43,318</u>	<u>230,425</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Loan Proceeds	50,000	50,000	-	50,000
Proceeds from capital leases	-	-	-	-
Transfers in	-	-	-	-
Transfers out	(2,000)	(2,000)	(2,000)	-
Total other financing sources and uses	<u>48,000</u>	<u>48,000</u>	<u>(2,000)</u>	<u>50,000</u>
Net change in fund balances	<u>(139,107)</u>	<u>(139,107)</u>	<u>41,318</u>	<u>180,425</u>
Fund balances - beginning	<u>147,607</u>	<u>147,607</u>	<u>184,077</u>	<u>36,470</u>
Fund balances - ending	<u>\$ 8,500</u>	<u>\$ 8,500</u>	<u>\$ 225,395</u>	<u>\$ 216,895</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Street Fund**  
**For the year ended June 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts,</u> <u>Budgetary</u> <u>Basis</u>	<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Licenses and permits	\$ 749	\$ 749	\$ 1,340	\$ 591
Intergovernmental	65,402	65,402	67,914	2,512
Investment earnings	500	500	94	(406)
Miscellaneous	-	-	4,288	4,288
Total revenues	<u>66,651</u>	<u>66,651</u>	<u>73,636</u>	<u>6,985</u>
<b>EXPENDITURES</b>				
Current:				
Personal Services	41,712	41,712	38,816	2,896
Materials and Services	33,291	33,291	31,355	1,936
Capital Outlay	90,469	90,469	50	90,419
Contingency	23,349	23,349	-	23,349
Total Expenditures	<u>188,821</u>	<u>188,821</u>	<u>70,221</u>	<u>118,600</u>
Excess (deficiency) of revenues over expenditures	<u>(122,170)</u>	<u>(122,170)</u>	<u>3,415</u>	<u>125,585</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	-	-
Transfers out	<u>(4,000)</u>	<u>(4,000)</u>	<u>(4,000)</u>	<u>-</u>
Total other financing sources and uses	<u>(4,000)</u>	<u>(4,000)</u>	<u>(4,000)</u>	<u>-</u>
Net change in fund balances	(126,170)	(126,170)	(585)	125,585
Fund balances - beginning	<u>126,170</u>	<u>126,170</u>	<u>126,877</u>	<u>707</u>
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 126,292</u>	<u>\$ 126,292</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**SDC Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
SDC Fees	\$ 47,950	\$ 47,950	\$ 67,208	\$ 19,258
Investment earnings	500	500	342	(158)
Total revenues	<u>48,450</u>	<u>48,450</u>	<u>67,550</u>	<u>19,100</u>
<b>EXPENDITURES</b>				
Current:				
Capital Outlay	214,186	214,186	-	214,186
Total Expenditures	<u>214,186</u>	<u>214,186</u>	<u>-</u>	<u>214,186</u>
Excess (deficiency) of revenues over expenditures	<u>(165,736)</u>	<u>(165,736)</u>	<u>67,550</u>	<u>233,286</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Prtoceeds from repayment of interfund loar	12,895	12,895	12,895	-
Transfers out	<u>(180,493)</u>	<u>(180,493)</u>	<u>-</u>	<u>180,493</u>
Total other financing sources and uses	<u>(167,598)</u>	<u>(167,598)</u>	<u>12,895</u>	<u>180,493</u>
Net change in fund balances	(333,334)	(333,334)	80,445	413,779
Fund balances - beginning	<u>333,334</u>	<u>333,334</u>	<u>316,946</u>	<u>(16,388)</u>
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 397,391</u>	<u>\$ 397,391</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Debt Reserve Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Investment earnings	\$ 300	\$ 300	\$ 75	\$ (225)
Total revenues	<u>300</u>	<u>300</u>	<u>75</u>	<u>(225)</u>
<b>EXPENDITURES</b>				
Current:				
Debt Service:				
Principal	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>300</u>	<u>300</u>	<u>75</u>	<u>(225)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	180,493	180,493	-	180,493
Transfers out	<u>(55,126)</u>	<u>(55,126)</u>	<u>(23,460)</u>	<u>(31,666)</u>
Total other financing sources and uses	<u>125,367</u>	<u>125,367</u>	<u>(23,460)</u>	<u>148,827</u>
Net change in fund balances	125,667	125,667	(23,385)	(149,052)
Fund balances - beginning	<u>52,154</u>	<u>52,154</u>	<u>51,854</u>	<u>(300)</u>
Fund balances - ending	<u>\$ 177,821</u>	<u>\$ 177,821</u>	<u>\$ 28,469</u>	<u>\$ (149,352)</u>



**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Blackberry Jam Festival Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Festival revenue	\$ 14,834	\$ 14,834	\$ 20,806	\$ 5,972
Investment earnings	10	10	12	2
Total revenues	<u>14,844</u>	<u>14,844</u>	<u>20,818</u>	<u>5,974</u>
<b>EXPENDITURES</b>				
Current:				
Materials and Services	26,277	30,959	22,970	7,989
Contingency	4,939	257	-	257
Total Expenditures	<u>31,216</u>	<u>31,216</u>	<u>22,970</u>	<u>8,246</u>
Excess (deficiency) of revenues over expenditures	<u>(16,372)</u>	<u>(16,372)</u>	<u>(2,152)</u>	<u>14,220</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	-	-	-	-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(16,372)	(16,372)	(2,152)	14,220
Fund balances - beginning	<u>16,372</u>	<u>16,372</u>	<u>21,526</u>	<u>5,154</u>
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,374</u>	<u>\$ 19,374</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Equipment Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>EXPENDITURES</b>				
Current:				
Capital Outlay	\$ 40,995	\$ 40,995	\$ -	\$ 40,995
Total Expenditures	40,995	40,995	-	40,995
Excess (deficiency) of revenues over expenditures	(40,695)	(40,695)	-	40,695
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of capital assets	-	-	16,419	(16,419)
Transfers in	10,000	10,000	10,000	-
Total other financing sources and uses	10,000	10,000	26,419	(16,419)
Net change in fund balances	(30,695)	(30,695)	26,419	57,114
Fund balances - beginning	31,995	31,995	17,195	(14,800)
Fund balances - ending	\$ 1,300	\$ 1,300	\$ 43,614	\$ 42,314

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Water Operating Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Charges for services	\$ 279,881	\$ 279,881	\$ 287,577	\$ 7,696
Water connections and permits	5,913	5,913	7,475	1,562
Reimbursement of SDC fees	4,851	4,851	6,653	1,802
Investment earnings	300	300	153	(147)
Miscellaneous	5,000	5,000	6,706	1,706
Total revenues	<u>295,945</u>	<u>295,945</u>	<u>308,564</u>	<u>12,619</u>
<b>EXPENDITURES</b>				
Current:				
Personal services	157,548	157,548	144,507	13,041
Materials and services	103,987	103,987	89,688	14,299
Capital outlay	35,955	35,955	24,790	11,165
Debt Service:				
Principal	33,538	33,538	33,538	-
Interest and other charges	30,542	30,542	30,542	-
Contingency	91,800	91,800	-	91,800
Total Expenditures	<u>453,370</u>	<u>453,370</u>	<u>323,065</u>	<u>130,305</u>
Excess (deficiency) of revenues over expenditures	<u>(157,425)</u>	<u>(157,425)</u>	<u>(14,501)</u>	<u>142,924</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	39,381	39,381	7,715	31,666
Transfers out	(5,938)	(5,938)	(5,938)	-
Total other financing sources and uses	<u>33,443</u>	<u>33,443</u>	<u>1,777</u>	<u>31,666</u>
Net change in fund balances	(123,982)	(123,982)	(12,724)	111,258
Fund balances - beginning	<u>152,358</u>	<u>152,358</u>	<u>151,833</u>	<u>(525)</u>
Fund balances - ending	<u>\$ 28,376</u>	<u>\$ 28,376</u>	<u>139,109</u>	<u>\$ 110,733</u>
Reconciliation to modified cash basis:				
Net capital assets			2,384,784	
Long-term debt			<u>(974,981)</u>	
Net position, modified cash basis			<u>\$ 1,548,912</u>	

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Water Reserve Fund**  
**For the year ended June 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>EXPENDITURES</b>				
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	\$ 3,938	\$ 3,938	\$ 3,938	\$ -
Total other financing sources and uses	<u>3,938</u>	<u>3,938</u>	<u>3,938</u>	<u>-</u>
Net change in fund balances	3,938	3,938	3,938	-
Fund balances - beginning	<u>11,814</u>	<u>11,814</u>	<u>11,814</u>	<u>-</u>
Fund balances - ending	<u>\$ 15,752</u>	<u>\$ 15,752</u>	<u>\$ 15,752</u>	<u>\$ -</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Sewer Operating Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts, Budgetary Basis</b>	<b>Final Budget - Positive (Negative)</b>
<b>REVENUES</b>				
Charges for services	\$ 327,989	\$ 327,989	\$ 331,624	\$ 3,635
Reimbursement of SDC fees	4,123	4,123	5,533	1,410
Investment earnings	50	50	3,112	3,062
Miscellaneous	4,500	4,500	45,126	40,626
Total revenues	<u>336,662</u>	<u>336,662</u>	<u>385,395</u>	<u>48,733</u>
<b>EXPENDITURES</b>				
Current:				
Health and sanitation	-	-	-	-
Personal services	157,547	157,547	144,511	13,036
Materials and services	125,086	125,086	95,986	29,100
Debt Service:				
Principal	27,989	27,989	27,989	-
Interest and other charges	24,576	24,577	24,575	2
Capital Outlay	7,955	7,955	150	7,805
Contingency	6,138	6,137	-	6,137
Total Expenditures	<u>349,291</u>	<u>349,291</u>	<u>293,211</u>	<u>56,080</u>
Excess (deficiency) of revenues over expenditures	<u>(12,629)</u>	<u>(12,629)</u>	<u>92,184</u>	<u>104,813</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	15,745	15,745	15,745	-
Transfers out	(3,575)	(3,575)	(3,575)	-
Total other financing sources and uses	<u>12,170</u>	<u>12,170</u>	<u>12,170</u>	<u>-</u>
Net change in fund balances	(459)	(459)	104,354	104,813
Fund balances - beginning	459	459	17,265	16,806
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>121,619</u>	<u>\$ 121,619</u>

Reconciliation to modified cash basis:

Net capital assets	2,195,054
Long-term debt	<u>(634,184)</u>
Net position, modified cash basis	<u>\$1,682,489</u>

**CITY OF LOWELL**  
**Budget and Actual (with Variances)**  
**Sewer Reserve Fund**  
**For the year ended June 30, 2018**

	<b>Budgeted Amounts</b>		<b>Actual Amounts, Budgetary Basis</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	\$ 1,575	\$ 1,575	\$ 1,575	\$ -
Total other financing sources and uses	1,575	1,575	1,575	-
Net change in fund balances	1,575	1,575	1,575	-
Fund balances - beginning	6,670	6,670	5,095	(1,575)
Fund balances - ending	\$ 8,245	\$ 8,245	\$ 6,670	\$ (1,575)

***REPORT OF THE INDEPENDENT AUDITORS REQUIRED BY  
THE STATE OF OREGON MINIMUM STANDARDS FOR  
AUDITS OF OREGON MUNICIPAL CORPORATIONS***

REPORT OF THE INDEPENDENT AUDITORS REQUIRED BY THE STATE OF  
OREGON MINIMUM STANDARDS FOR AUDITS OF OREGON MUNICIPAL  
CORPORATIONS

Honorable Mayor and City Council  
City of Lowell  
107 East Third Street  
Post Office Box 490  
Lowell, Oregon 97452

We have audited the basic financial statements of City of Lowell (the City) as of and for the year ended June 30, 2018, and have issued our report thereon dated December 31, 2018.

*Compliance*

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**



Honorable Mayor and City Council  
City of Lowell  
Page 2 of 2

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

*OAR 162-10-0230 Internal Control*

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Communication on the City's internal control over financial reporting is issued in the Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* on pages 37-35.

This report is intended solely for the information and use of the City Council and management, and the Oregon Secretary of State, and is not intended to be used and should not be used by anyone other than these specified parties.

**EMERALD CPA GROUP, LLP**  
Certified Public Accountants

Eugene, Oregon  
December 31, 2018

***REPORT ON INTERNAL CONTROL OVER FINANCING REPORTING AND  
ON COMPLIANCE AND OTHER MATTER BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS***

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTER BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council  
City of Lowell  
Lowell, Oregon

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lowell (the City) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 31, 2018.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purposes described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**Prior Year Findings**

**Finding 2017-1 Significant deficiency: Segregation of duties and review.**

The City has engaged an experienced municipal accountant to review and reconcile the City's financial records. The City council retains monthly oversight of the financial reports. We consider this finding closed.

**Finding 2017-2 Material Weakness: Inadequate accounting software.**

The City has purchased adequate financial accounting software that will be fully implemented during the 2018-19 year. We consider this finding closed.

**Finding 2017-3 Significant Deficiency: Financial statements.**

The combination of the experience of the City Administrator and of the the contract accountant has given the city a knowledgeable team for review and preparation of schedules for the financial statements. We consider this finding closed.

***EMERALD CPA GROUP, LLP***

Certified Public Accountants

Eugene, Oregon  
December 31, 2018

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December January 12, 2019  
**SUBJECT:** Committee Appointments

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

Each year the City Council has open positions to fill on the City’s standing committees. The City advertised a call for volunteers for a minimum of (30) days. Attached is an overview of each committee, along with the list of open positions and applicants.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

A motion should be made to approve the appointments for each position to the individual board, commission, or committee.

Sample Motion:

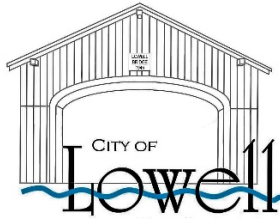
“I make a motion to appoint Don Bennett for Position 1 and Jim Burford for Position 2 to the Budget Committee.”

**RECOMMENDATION:**

A motion should be made to approve the appointments for each position to the individual board, commission, or committee as described in the sample motion above.

**ATTACHMENTS:**

1. 2019 City Council Appointments – Boards, Commissions, and Committees



## **2019 City Council Appointments** Boards, Commissions, and Committees

Each year the City Council has open positions to fill on the City's standing committees. The following document provides an overview of the membership, terms, powers and duties, and reporting requirements for each committee. A list of open positions, terms, and prospective applicants is also provided to assist the City Council with the selection of new members.

**NOTE:** Applicants with an asterisk (\*) currently serve on the board.

## **Budget Committee**

Membership: The Budget Committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body.

Term of Office: Members of the Budget Committee shall serve a term of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

Powers and Duties: The Budget Committee shall have the powers and duties which are assigned by state law or city charter. This includes, but is not limited to, review and approval of the annual budget and property tax rates.

Reporting: No report is required.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1	Don Bennett	December 31, 2022
2	Patricia-Jo Angelini	December 31, 2020
3	Vacant Council Position	December 31, 2020
4	Vacant Council Position	December 31, 2022
5	Gail Harris	December 31, 2020
6	Bill George	December 31, 2020
7		December 31, 2021
8		December 31, 2021
9	Maureen Weathers	December 31, 2019
10	Gerry Burr	December 31, 2019
<b>Applicants:</b> Lon Dragt* John Myers		

**Planning Commission**

Membership: The Planning Commission shall consist of five members and meet the following criteria:

- (1) Four members shall reside within the City of Lowell.
- (2) One member may reside within the City of Lowell Urban Growth Boundary (UGB).
- (3) No two or more members shall be engaged in the same kind of occupation, business, trade or profession.

Term of Office: Members of the Planning Commission shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

Powers and Duties: The Commission shall review and make recommendations regarding planning, zoning, and development within the city, and shall have the powers and duties which are assigned by state law or city charter.

Reporting: An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1		December 31, 2019
2	Stacie Harris	December 31, 2019
3	Lon Dragt	December 31, 2019
4		December 31, 2020
5		December 31, 2020
<b>Applicants:</b> Mary Wallace* Don Swain* John Myers		



## **Parks and Recreation Committee**

Membership: The Parks and Recreation Committee shall consist of five members and meet the following criteria, unless waived by an action of the City Council:

- (1) Four members shall be residents of the City of Lowell.
- (2) One member may be eighteen (18) years of age or younger.
- (3) One member may be a non-resident.

Term of Office: Members of the Parks and Recreation Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

Powers and Duties: The Parks and Recreation Committee shall make recommendations regarding the parks and recreation operations including, but not limited to, parks planning, acquisition, development, and maintenance; recreation programming; and tree planting and maintenance.

Reporting: An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1	Hall O'Regan	December 31, 2019
2		December 31, 2020
3		December 31, 2020
4	Sara Mikulich	December 31, 2019
5	Joseph Brazill	December 31, 2019
<b>Applicants:</b> Tony Moreci* (nonresident) George Wild* John Myers Sydney Singer (nonresident) Josh Serafin (nonresident) Dian Kehres		

## **Economic Development Committee**

Membership: The Economic Development Committee shall consist of five members and meet the following criteria, unless waived by an action of the City Council:

- (1) Three members shall be residents of the City of Lowell.
- (2) One member may represent a business located within the City of Lowell.
- (3) One member may represent the Lowell-Fall Creek School District.
- (4) One member may represent the Lowell Rural Fire Protection District.

Term of Office: Members of the Economic Development Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

Powers and Duties: The Economic Development Committee shall make recommendations regarding the creation, retention, and expansion of businesses and other ventures that enrich the community by creating goods and services that provide employment opportunities while maintaining and enhancing the overall quality of life.

Reporting: An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1	Michael Galvin	December 31, 2019
2	Robert Burr	December 31, 2019
3	Lisa Bee-Wilson	December 31, 2019
4		December 31, 2020
5		December 31, 2020
<b>Applicants:</b> Bill George* John Myers Josh Serafin (nonresident)		

## **Library Committee**

Membership: The Library Committee shall consist of five members and meet the following criteria, unless waived by an action of the City Council:

- (1) Three members shall be residents of the City of Lowell.
- (2) Two members may be non-residents.

Term of Office: Members of the Library Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

Powers and Duties: The Library Committee shall operate and maintain the library, establish policy for use of the library and advise the City Council on policy related to library budget, funding and use.

Reporting: An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1		December 31, 2019
2	Heather Woodhurst	December 31, 2019
3	Virginia Galvin	December 31, 2019
4		December 31, 2020
5		December 31, 2020
<b>Applicants:</b> Barbaranne Ingram*		

## **Blackberry Jam Festival Committee**

**Membership:** The BBJ Festival Committee shall consist of five members residing within the City of Lowell or communities of Dexter, Trent, Fall Creek, and Unity.

**Term of Office:** Members of the Blackberry Jam Festival Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire on December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

**Additional Officers:** The committee may appoint additional officers, as necessary, to accomplish its objectives, and such other non-voting members to organize and operate the Blackberry Jam Festival.

**Powers and Duties:** The BBJ Festival Committee shall organize and operate a community event to accomplish the following goals:

- (1) Provide exposure to Lowell's many recreational opportunities and community spirit.
- (2) Provide a marketplace for local crafters and food vendors.
- (3) Provide a venue for local non-profit fundraising activities.
- (4) Increase tourism in the City of Lowell, surrounding communities, and Lane County.

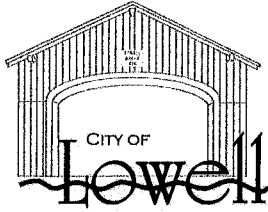
**Reporting:** An annual report describing the activities of the previous event shall be submitted by August 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1	Michael Galvin	December 31, 2019
2	Pam Baumann	December 31, 2019
3		December 31, 2020
4	Aaron Graham	December 31, 2019
5		December 31, 2020
<b>Applicants:</b> Tim Stratis* Tony Moreci		

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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Lon P. Dragt
Street Address:	306 W. Damon St.
Mailing Address:	P.O. Box 430 Lowell, Or 97452
City/State/Zip Code:	Lowell, Oregon 97452
Home Phone:	541-868-6215
Work Phone:	541-937-3393
E-Mail Address:	dragt2300@gmail.com

Background	
Years of Residence in Lowell:	1 yr
Place of Employment:	Lowell Rural Fire Protection District
Occupation:	Fire Chief
Educational Background:	Some College related to Emergency medical Services
Prior Civic Activities:	

### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

Experience w. a Fire Code & Budget prep

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

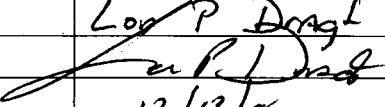
We recently moved to the area and wish to help make Lowell a great place to live

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Log P Dwyer
Signature	
Date	12/13/18

### Our Policy

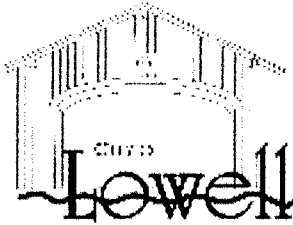
It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

#### Applications may be submitted by mail, in person, or email to:

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

DEC 03 2018

*JB*



PO Box 490 Lowell, OR 97452  
 Phone: 541-937-2157 Fax: 541-937-2936  
 Email: [city@lowell-or.gov](mailto:city@lowell-or.gov)

**VOLUNTEER BOARD & COMMISSION APPLICATION**

**Contact Information**

Name:	Don Swain
Street Address:	52 S. Pioneer St.
Mailing Address:	PO Box 65
City/State/Zip Code:	Lowell OR 97452
Home Phone:	541-937-4267
Work Phone:	—
E-Mail Address:	joshuatvee@q.com

**Background**

Years of Residence in Lowell:	24
Place of Employment:	retired Univ. of Oregon (25 years at library)
Occupation:	—
Educational Background:	BS. Univ. of Oregon - Public Relations - 1982
Prior Civic Activities:	<ul style="list-style-type: none"> <li>- Planning Commission (not sure of dates) 2003-2006, and 2016-2018 (term ends)</li> <li>- provided PA for Lowell BBJam (2-18) Parades, Grange Hall activities</li> <li>- provided PA for Lowell Bridge Lighting 2009-2018 2010 to 17</li> </ul>

**Boards/Commissions of Interest**

Please check all of the following Boards/Commissions that interest you:

City Council

Budget Committee

Planning Commission

Parks Advisory Committee

Other short-term task groups or focus groups that would meet for a specific purpose and then disband when the business is completed

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

planning commission experience 2 or 3 years, helped write <sup>camp</sup> Plan, Lowell development code, was planning com. chairperson for 5 years, knew how to handle meetings, currently on Downtown Advisory Committee (this group is ongoing until Spring 2019).

### Motivation

Discuss your motivation for serving on this Board/Commission.

I am very interested in seeing Lowell grow in ways that enhance livability for current residents, and provide a way for future growth that will continue to make Lowell a fun & safe place for residents of all ages (and visitors).

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available on the Oregon Ethics Commission website [www.oregon.gov](http://www.oregon.gov) indicating the type of information you will be required to disclose if you are appointed.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Donald Swain
Signature	Donald J Swain
Date	12/3/18

### Our Policy

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

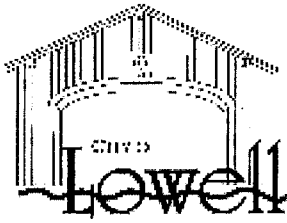
Thank you for completing this application form and for your interest in volunteering with us.



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PO Box 490 Lowell, OR 97452  
Phone: 541-937-2157 Fax: 541-937-2936  
Email: [city@lowell-or.gov](mailto:city@lowell-or.gov)



**VOLUNTEER BOARD & COMMISSION APPLICATION**

**Contact Information**

Name:	Mary Wallace
Street Address:	123 N. Hyland Ln.
Mailing Address:	PO Box 482
City/State/Zip Code:	Lowell Or 97452
Home Phone:	541 937 1216
Work Phone:	
E-Mail Address:	mwallace19@gmail.com

**Background**

Years of Residence in Lowell:	24
Place of Employment:	Peace Health
Occupation:	Patient access Representative
Educational Background:	L.C.C. Accounting CareerStep: Medical Billing and coding
Prior Civic Activities:	2004- 2015 Lowell Budget Committee 2005- Present Lowell Planning Commission 2018- Present Lowell Parks Steering Committee

**Boards/Commissions of Interest**

Please check all of the following Boards/Commissions that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks Advisory Committee
- Other short-term task groups or focus groups that would meet for a specific purpose and then disband when the business is completed

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

Helped to craft Lowell Comp Plan and Development Code, Downtown Urban Growth plan, redefine zoning for residential and ~~commercial~~ <sup>Commercial</sup> lands. Decided on outcomes for variances and other public meetings.

### Motivation

Discuss your motivation for serving on this Board/Commission.

To help develop the town in a way for all residences, present and future.

### Special Notice

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### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Mary Wallace
Signature	Mary Wallace
Date	11/28/18

### Our Policy

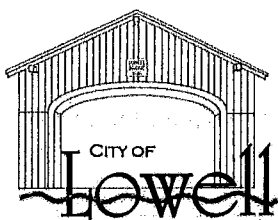
It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.

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**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	John A. Myers
Street Address:	554 E. 1st Street
Mailing Address:	554 E. 1st Street
City/State/Zip Code:	Lowell, Oregon 97452
Home Phone:	509-879-2108
Work Phone:	541-741-7307 ext 155
E-Mail Address:	myersdeer@aol.com

<b>Background</b>	
Years of Residence in Lowell:	2 years
Place of Employment:	Mountain Rose Herbs Eugene, Oregon
Occupation:	Processing Plant Manager/Project Manager
Educational Background:	Graduated 1981 Honorable Army Discharge Accounting Certificate from Trend College Leadership Trainings from Purina Mills
Prior Civic Activities:	Boy Scout Troop Leader Nazarene Church Board Member Volunteer with Christmas Tree Lighting

**Boards, Commissions, or Committees of Interest**

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library Committee**
- Blackberry Jam Festival Committee**
- Other short-term task groups**

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

I have been a Plant Manager/Project Manager for 30 years and have had cooperate training in many different areas of responsibilities. I have participated on various boards and committees including but not limited to Budget Planning, Capital Improvement Projects, Project Management, Continuous Improvement Planning, EH&S Coordinator and Human Resource Training. I hold the responsibility of Fiscal Reporting, FDA Reporting, all employee trainings and documentation along with Permits, Certifications and Licenses.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

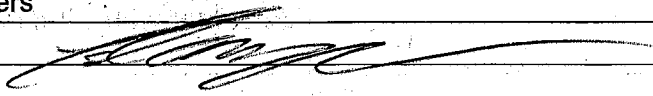
My wife and I moved to this little town in December of 2016 looking for a peaceful and safe place to live. We want to be able to explore the many activities Oregon has to offer and still be close to a major city. This is something Lowell has to offer, and I believe there is so much more to this beautiful town. I would like to be a part of the development of Lowell and the growth that can occur. I am excited about the downtown plans and the expansion of businesses and the opportunities that can happen when a group of individuals put differences aside and do something amazing for the greater good of the community.

### Special Notice

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### Agreement and Signature

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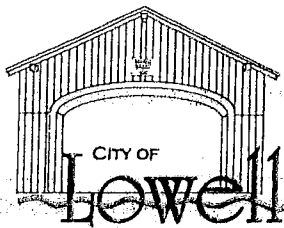
Name (printed)	John A. Myers
Signature	
Date	1/10/2019

### Our Policy

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#### Applications may be submitted by mail, in person, or email to:

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



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### VOLUNTEER APPLICATION BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	TONY MORECI
Street Address:	287 E. 3RD ST.
Mailing Address:	P.O. BOX 333
City/State/Zip Code:	LOWELL, OR, 97452
Home Phone:	541 220-3610
Work Phone:	
E-Mail Address:	OREGONYTONY@YAHOO.COM

Background	
Years of Residence in Lowell:	1 YEAR
Place of Employment:	SELF
Occupation:	ELECTRIAN - CARPENTER
Educational Background:	HIGH SCHOOL GRADUATE (CORDON TECH - CHI) TRADE SCHOOL GRADUATE (COYNE - CHI)
Prior Civic Activities:	BOB SCOUT LEADER 6 YEARS (CHI) PUBLIC ACCESS CABLE SHOW FOR CHURCH 1-YEAR (CHI)

#### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

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### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

WORKED AT A CAMPING RESORT FOR 2 1/2 YEARS BEFORE COMING TO OREGON, BEEN WORKING IN THE TRADES FOR OVER 32 YEARS, HAVE 4 GRANDCHILDREN AND WOULD LIKE TO SEE MORE PARK ACTIVITIES.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

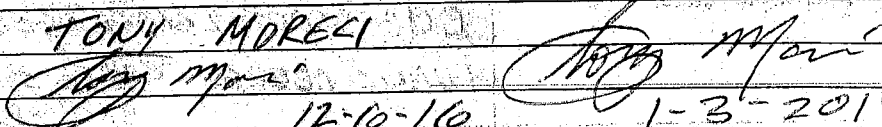
MOVED HERE A YEAR AGO, GOT MARRIED AND PLANNING TO STAY HERE FOR A WHILE.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

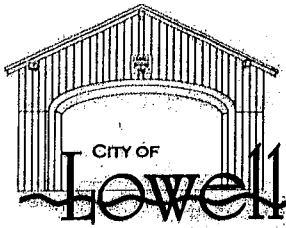
Name (printed)	TONY MORECI
Signature	
Date	12-6-16 1-3-2019

### Our Policy

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**Applications may be submitted by mail, in person, or email to:**

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
volunteer@ci.lowell.or.us



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**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	BARBARANNE INGRAM
Street Address:	1618 Moss St
Mailing Address:	(same)
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	559-903-8944
Work Phone:	
E-Mail Address:	nanacowl70@gmail.com

Background	
Years of Residence in Lowell:	1 1/2 yrs.
Place of Employment:	
Occupation:	
Educational Background:	BS - Nursing U.C. San Francisco MSW - Social Work Sacramento State
Prior Civic Activities:	Current Volunteer at Lowell Library

**Boards, Commissions, or Committees of Interest**

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

Worked at San Mateo, Calif Library during High Sch +  
2 yrs at Jr. College.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

Want to see library continues to serve the needs of  
area residents. <sup>13</sup>1/2 I have enjoyed being on this  
committee!

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	BARBARANNE INGRAM
Signature	Barbaranne Ingram Barbaranne Ingram
Date	12-12-16 12-19-18

### Our Policy

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#### Applications may be submitted by mail, in person, or email to:

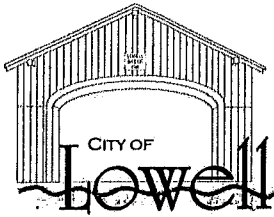
City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
volunteer@ci.lowell.or.us



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**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Tim Stratig
Street Address:	486 D. ST
Mailing Address:	P.O. Box 342
City/State/Zip Code:	Lowell OR. 97452
Home Phone:	(541) 228-5664
Work Phone:	(541) 349-3047
E-Mail Address:	timstratig69@gmail.com

<b>Background</b>	
Years of Residence in Lowell:	49
Place of Employment:	U.S. Army Corp of Engineers
Occupation:	Supervisor
Educational Background:	Technical School U.S. Air Force AA Lane Community College. Western Oregon University University of Oregon
Prior Civic Activities:	Y.M.C.A. Coach. Junior High Basketball Coach. Cub Scout Pack Leader Lowell Grange Lowell Blackberry Jam Committee

**Boards, Commissions, or Committees of Interest**

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library Committee**
- Blackberry Jam Festival Committee**
- Other short-term task groups**

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

I have served on the Lowell Blackberry Jam Committee for over 1 year as well as being a member of the executive committee. Additionally I have taken governmental related classes in college that give me a good background on how govts should function.

**Motivation**

Discuss your motivation for serving on this Board, Commission, or Committee.

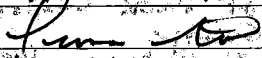
I have 4 children in school in Lowell and would like them to have a great community in the future to raise their children in. My family has been in this area for 100 years and I have vested interests in building a bright future for Lowell.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Tim Stratits
Signature	
Date	12-14-18

**Our Policy**

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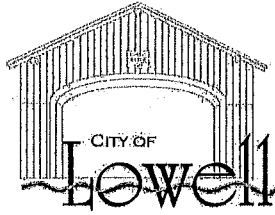
**Applications may be submitted by mail, in person, or email to:**

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

RECEIVED

DEC 13 2018

*Jo*



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	GEORGE WILD
Street Address:	
Mailing Address:	
City/State/Zip Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Background	
Years of Residence in Lowell:	
Place of Employment:	
Occupation:	
Educational Background:	
Prior Civic Activities:	

### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

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107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

GEORGE WILD

200 MARINA VISTA DRIVE LOWELL OR 97452

P.O. BOX 224 LOWELL OR 97452

541-937-2664

-0-

stamfair@aol.com

15 YEARS

N/A

RETIRED INSURANCE MANAGER

7 YEARS APPRENTICE. 3 YEARS SALFORD UNIVERSITY ENGLAND

PRIOR CIVIC ACTIVITIES

6 YEARS CITY COUNCIL, MAINTAINED CEMETERY FOR SEVERAL YEARS, ASSIST WITH ALL PARKS CLEANUP DAYS, DOCENT FOR THE CABOOSE, HELP MAINTAIN AND DECORATE COVERD BRIDGE, 5 YEAR CHAIR PERSON FOR THE BBJAM,

BOARDS, COMMISSIONS, OR COMMITTEES OF INTEREST.

PARKS AND RECREATION COMMITTEE.

BLACKBERRY JAM FESTIVAL COMMITTEE.

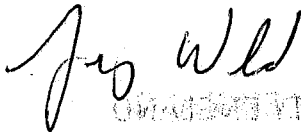
**SPECIAL SKILLS OR QUALIFICATIONS**

**40+ YEARS MANAGING PEOPLE AND GETTING THINGS DONE IN A COOPERATIVE MANNER.**

**MOTIVATION**

**AS A RESIDENT OF LOWELL I HAVE A VESTED INTEREST IN THE PROGRESS OF THE CITY AND WANT TO SEE IT GROW AND PROSPER. THEREFOR I AM COMMITTED TO DO MY PART AND SERVE.**

GEORGE WILD

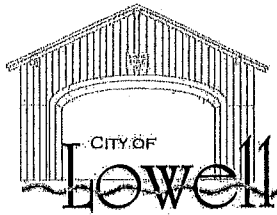


12-12-2016

12-13-2018 *GW*

RECEIVED

SEP 18 2018



## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Syd Ross Singer
Street Address:	39247 Jasper Lowell Rd.
Mailing Address:	"
City/State/Zip Code:	Lowell OR 97452
Home Phone:	541 904 0590
Work Phone:	"
E-Mail Address:	sydsinger@gmail.com

Background	
Years of Residence in Lowell:	3 mo.
Place of Employment:	retired
Occupation:	medical anthropologist; environmental protection
Educational Background:	M.A. Duke U. 1982 B.S. U Utah 1979
Prior Civic Activities:	Run nonprofit organizations Aided in animal evacuation from lava flow in Hawaii.

### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

Published author, speaker, involvement in Env. Impact Statements, education of public on various human, animal, + environmental issues.

**Motivation**

Discuss your motivation for serving on this Board, Commission, or Committee.

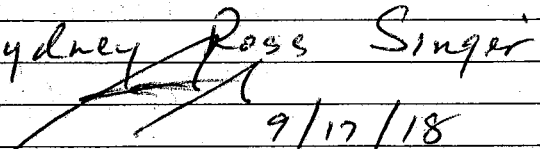
We are new to Lowell, and want to get to know our neighbors and serve our new community.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Sydney Ross Singer
Signature	
Date	9/17/18

**Our Policy**

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[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



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RECEIVED

NOV 30 2017



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	GILL GEORGE
Street Address:	125 MARINA VISTA DR.
Mailing Address:	PO BOX 305
City/State/Zip Code:	LOWELL, OR. 97452
Home Phone:	541-937-2078
Work Phone:	541-510-5607
E-Mail Address:	BIDGEORGE841@AOL.COM

Background	
Years of Residence in Lowell:	14
Place of Employment:	RETIRED
Occupation:	LANDLORD
Educational Background:	GRADUATED HIGH SCHOOL - FERNDALE, CA. TWO NAVY SCHOOLS ELECTRICIAN & SUBMARINE
Prior Civic Activities:	CHAMBER OF COMMERCE PRESIDENT IN CAL. IN LOWELL - PLANNING COMMISSION - CITY COUNCIL - BUDGET COMMITTEE & MAYOR

**Boards, Commissions, or Committees of Interest**

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

FROM PAST EXPERIENCE OF OWNING SEVERAL BUSINESSES IN THE PAST, MAY HELP WITH KNOWLEDGE THAT COULD BE HELPFUL IN THE EFFORT TO PROMOTE LOWELL'S FUTURE.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

I LOVE THIS CITY AND ITS PEOPLE AND I WANT TO DO MY PART.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	BILL GEORGE	Bill George 1-14-2019
Signature	<i>Bill George</i>	
Date	11-30-2017	

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[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Dian Kehres
Street Address:	405 Alder Street, Lowell OR 97452
Mailing Address:	(same)
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	541 381 3091
Work Phone:	(none)
E-Mail Address:	janusdian1@yahoo.com

Background	
Years of Residence in Lowell:	2 years
Place of Employment:	K&D Flaggging
Occupation:	Flagger
Educational Background:	CA State University - Sacramento Recreation Administration Santa Rosa Junior College Forest Technologists
Prior Civic Activities:	also med receptionist <del>none</del> music committee - Pleasant Hill High. Potato Fund raiser - coordinators earned more than any other fund raiser

**Boards, Commissions, or Committees of Interest**

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

I have a degree in Recreation, worked in as park Aid, National Park Ranger and have worked with schools to earn money for special groups

**Motivation**

Discuss your motivation for serving on this Board, Commission, or Committee.

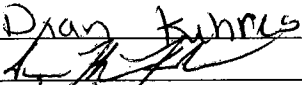
I would like to expand what Lowell has so we can put Lowell as a place of beauty & to visit

**Special Notice**

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**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Dyan Kubrus
Signature	
Date	8/7/18

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[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

JUL 17 2018

JD



## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Josh Serafin
Street Address:	38168 Place rd
Mailing Address:	SAME
City/State/Zip Code:	Fall Creek, OR, 97438
Home Phone:	541-520-5793
Work Phone:	
E-Mail Address:	josiահրայ@gmail.com

Background	
Years of Residence in Lowell:	4
Place of Employment:	Century Link
Occupation:	Technician
Educational Background:	2 yr. degree
Prior Civic Activities:	Trail cleanup, blood donor, various random

### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Parks + Recreation MP Steering Committee

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

I'm active with athletics Bball, biking, trail development.  
Also very hand with construction/building.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

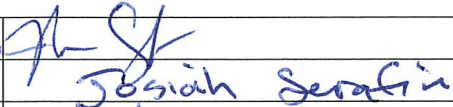
I want to improve our community. Give us  
an exciting community and parks & rec.  
to enjoy.

### Special Notice

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### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	7/17/18

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Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Professional Services Contract  
The Urban Collaborative

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

A contract with The Urban Collaborative was approved at the December 18, 2018 meeting for a Community Facilities Study. On the day of the meeting, staff received an email with several changes to the contract that were not incorporated. These changes are consistent with the contract that The Urban Collaborative has with LCOG for our Downtown Master Plan.

**FISCAL IMPACT:**

No change in fiscal impact.

**COURSES OF ACTION:**

1. Motion to approve the amended Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.
2. No action.

**RECOMMENDATION:**

Motion to approve the amended Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.

**ATTACHMENTS:**

1. Amended City of Lowell Professional Services Contract

# CITY OF LOWELL PROFESSIONAL SERVICES CONTRACT

This Contract is by and between the City of Lowell ("City") and "URBAN COLLABORATIVE" for the performance of professional design services for City.

## A. RECITALS

CITY is in need of retaining the services of a qualified architect to provide design and related support elements of the City of Lowell's Community Facilities Study ("Project").

On \_\_\_\_\_, 2019, the CITY awarded this Contract to the Urban Collaborative, based upon its response to CITY's request for bids/qualifications dated September 19<sup>th</sup>, 2018.

## B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

Exhibit A – Request for Proposals, Community Facilities Study, RFP #2018-02  
Exhibit B – Urban Collaborative's Proposal

In the event of a conflict, the terms of this Agreement shall govern, followed by Exhibits A and B, in that order.

## C. CONTRACT

### 1. Term

This Contract shall commence upon execution, and continue through final completion of Project, but no later than December 31, 2019.

### 2. Scope of Work

Urban Collaborative shall provide all services and deliver all materials as specified in the attached Exhibits, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

### 3. Compensation



3.1 Compensation. Urban Collaborative will be paid by CITY on a firm fixed fee basis, for work completed and invoiced as described in this section. Urban Collaborative shall complete its scope of work as defined in Exhibit A for up to a total not to exceed amount, including reimbursable expenses, of \$24,890.

3.2 Invoices. Payments shall be based upon monthly invoices which Urban Collaborative shall submit to CITY, detailing the previous months' fees, costs and estimated percentage of the Project completed at that time. Upon request, Urban Collaborative will provide CITY representative with documents, records, and draft plans evidencing the progress made on the Project to date. Urban Collaborative shall send invoices to CITY's representative at CITY's address set forth in Section 5. In the event of non-payment due to a fee dispute between the parties, Urban Collaborative shall continue to provide Contract services to CITY.

3.3 Reimbursable Expenses. Reimbursable expenses shall be itemized and include expenses incurred in the interest of the Project, including but not limited to: 1) Long distance communications; 2) Reproductions, presentations and work session handouts or other




# Summary of Comments on Packet\_Electronic.pdf

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Page: 189

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 Number: 1 Author: JaredCobb Subject: Sticky Note Date: 1/13/2019 11:15:24 AM  
Fixed fee instead of hourly.

materials; 3) Postage and handling of documents; and 4) Expense of overtime work requiring higher than regular rates, if authorized by CITY.

**4. Contractor Is an Independent Contractor**

Urban Collaborative shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While CITY reserves the right to set various schedules and evaluate the quality of Urban Collaborative's completed work, CITY cannot and will not control the means and manner of Urban Collaborative's performance. Urban Collaborative is responsible for determining the appropriate means and manner of performing work. Urban Collaborative is responsible for all federal and state taxes applicable to compensation and payment paid to Urban Collaborative under the Contract and will not have any amounts withheld by CITY to cover Urban Collaborative's tax obligations. Urban Collaborative is not eligible for any CITY fringe benefit plans.

**5. Notices**

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

CITY: Jared Cobb, City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

Urban Collaborative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


**6. Indemnification**

Urban Collaborative shall indemnify, hold harmless, and defend CITY and its representatives, officers, directors, and employees from any loss or claim made by third parties, including legal fees and costs of defending actions or suits resulting directly or indirectly from Urban Collaborative's negligent performance and/or fault of Urban Collaborative, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of CITY and Urban Collaborative, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Urban Collaborative shall defend CITY from claims covered under this section at Urban Collaborative's sole cost and expense until such time: (1) as an arbitration panel or a court of competent jurisdiction determines that CITY is liable in whole or in part for the loss or claim caused by CITY's negligence; or (2) until CITY and Urban Collaborative mutually agree to allocate the liability.

Urban Collaborative's indemnification obligations under this Section 6 shall survive the expiration or earlier termination of this Contract.

## 7. Insurance Requirements

- 7.1 During the term of this Contract, Urban Collaborative shall maintain, at its own expense, the following types of insurance in the following amounts:
- a. Comprehensive general liability insurance on Insurance Services Office (ISO) occurrence form CG 00 01, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards):
    - \$1,000,000 – each occurrence (bodily injury) 
    - \$2,000,000 – general aggregate
    - \$1,000,000 – property damage, contractual, etc.
    - \$2,000,000 – umbrella liability coverage

Coverage shall also include contractual liability coverage for the indemnity provided under this Contract. (Proof of coverage will be attached to this Contract).
  - b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence. (Proof of coverage will be attached to this Contract).
  - c. Errors and Omissions insurance covering Urban Collaborative's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$1,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of six (6) years after final completion. (Proof of coverage will be attached to this Contract).
  - d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.
- 7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.
- 7.3 Policies shall provide that CITY, its Board, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 7.4 All coverages under Section 7.1 shall be primary over any insurance CITY may carry on its own.
- 7.5 CITY shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract if the loss, damage or destruction is due to CITY's negligence or fault.
- 7.6 All policies of insurance shall be issued by good, responsible companies with a rating acceptable to CITY and that are qualified to do business in the State of Oregon.
- 7.7 Urban Collaborative shall furnish CITY with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by CITY, Urban Collaborative shall furnish CITY with executed copies of such policies of insurance. Urban Collaborative shall furnish CITY with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts

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Number: 1 Author: JaredCobb Subject: Sticky Note Date: 1/13/2019 11:17:24 AM

Reduced insurance requirements to be consistent with a professional services agreement. The firm will not be engaged in any construction or demolition work.

shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

## **8. Workers' Compensation**

8.1 Urban Collaborative, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

8.2 Urban Collaborative warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Urban Collaborative shall indemnify CITY for any liability incurred by CITY as a result of Urban Collaborative's breach of the warranty under this paragraph.

## **9. Hours of Employment**

Urban Collaborative shall comply with all applicable state and federal laws regarding employment.

## **10. Assignment**

Urban Collaborative may not assign any of its responsibilities under this Contract without CITY's prior written consent, which consent may be withheld in CITY's sole discretion. Urban Collaborative may not subcontract for performance of any of its responsibilities under this Contract without CITY's prior written consent, which consent shall not be unreasonably withheld. Urban Collaborative's assigning or subcontracting of any of its responsibilities under the Contract without CITY's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Urban Collaborative shall remain liable for all of its obligations under this Contract.

## **11. Labor and Material**

Urban Collaborative shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to CITY other than the compensation provided in this Contract.


## **12. Ownership of Work and Documents**

All work performed by Urban Collaborative and compensated by CITY pursuant to this Contract shall be the property of CITY upon full compensation for that work performed or document produced to Urban Collaborative, and it is agreed by the parties that such documents are works made for hire. Urban Collaborative hereby conveys, transfers and grants to CITY all rights of reproduction and the copyright to all such documents. However, in the event CITY reuses or modifies any materials furnished to CITY by Urban Collaborative, without Urban Collaborative's involvement or consent, then Urban Collaborative shall not be responsible for the materials.

The Urban Collaborative has the right to use materials developed under this contract for award submittals with CITY permission and for marketing purposes.



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 Number: 1 Author: JaredCobb Subject: Sticky Note Date: 1/13/2019 11:18:03 AM  
Added provision to allow them to submit materials for professional awards.

**13. Termination for Convenience**

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, CITY may terminate all or part of this Contract upon determining that termination is in the best interest of CITY by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Urban Collaborative. Upon termination under this paragraph, Urban Collaborative shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) CITY has against Urban Collaborative. Pursuant to this paragraph, Urban Collaborative shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Urban Collaborative. CITY shall not be liable for any costs invoiced later than thirty (30) days after termination unless Urban Collaborative can show good cause beyond its control for the delay.

**14. Termination for Cause**

CITY may terminate this Contract effective upon delivery of written notice to Urban Collaborative, or at such later date as may be established by CITY, under any of the following conditions:

- 14.1 If CITY funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Urban Collaborative to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

**15. Termination for Default**

If CITY fails to perform in the manner called for in this Contract or if CITY fails to comply with any other provisions of the Contract, the Urban Collaborative may terminate this Contract for default after giving CITY the notice and opportunity to cure required by this paragraph. Prior to termination for default, Urban Collaborative must give CITY written notice of the breach and of the Urban Collaborative's intent to terminate. If CITY has not entirely cured the breach within fifteen (15) days of the date of the notice, then Urban Collaborative may terminate the Contract at any time thereafter by giving a written notice of termination.

If Urban Collaborative fails to perform in the manner called for in this Contract or if Urban Collaborative fails to comply with any other provisions of the Contract, CITY may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Urban Collaborative setting forth the manner in which Urban Collaborative is in default. Urban Collaborative shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

**16. Remedies**

In the event of breach of this Contract the parties shall have the following remedies:

- 16.1 If terminated under paragraph 15 by CITY due to a breach by Urban Collaborative, CITY may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Urban Collaborative shall pay to CITY the amount of the reasonable excess.

- 16.2 In addition to the above remedies for a breach by Urban Collaborative, CITY also shall be entitled to any other equitable and legal remedies that are available.
- 16.3 If CITY breaches this Contract, Urban Collaborative's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Urban Collaborative is entitled.
- 16.4 CITY shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by CITY, Urban Collaborative shall immediately cease all activities related to the services and work under this Contract. As directed by CITY, Urban Collaborative shall, upon termination, deliver to CITY all then existing work product that, if the Contract had been completed, would be required to be delivered to CITY.

**17. Nondiscrimination**

During the term of this Contract, Urban Collaborative shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

**18. Governing Law; Jurisdiction; Venue**

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between CITY and Urban Collaborative that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. URBAN COLLABORATIVE BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of CITY's protections under the Oregon Tort Claims Act.

**19. Compliance with Laws and Regulations**

Urban Collaborative shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Urban Collaborative expressly agrees to comply with: (i) ORS 659.425; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) CITY's performance under this Contract is conditioned upon Urban Collaborative's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Urban Collaborative, its subconsultants, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Urban Collaborative shall adhere to all safety standards and regulations established by CITY for work performed on its premises or under its auspices.



## **20. Experience, Capabilities and Resources**

By execution of this Contract, Urban Collaborative agrees that:

- 20.1 Urban Collaborative is an experienced architectural firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract and to design or administer any work within the scope and complexity contemplated by this Contract.
- 20.2 Urban Collaborative has the capabilities and resources necessary to perform the obligations of this Contract.
- 20.3 Urban Collaborative is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Urban Collaborative shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.

## **21. Errors and Omissions**



Urban Collaborative shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Sections 20.3. Urban Collaborative shall correct at no additional cost to CITY any and all such errors and omissions in the drawings, specifications, and other documents prepared by Urban Collaborative or its subconsultants. Urban Collaborative further agrees to assist CITY in resolving problems relating to any project designs or specified materials. Architect's warranties and obligations under Sections 20-22 of this Contract shall survive the expiration or earlier termination of this Contract.

## **22. Contract Performance**

Urban Collaborative shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Urban Collaborative shall not be liable for delays that are beyond Urban Collaborative's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Urban Collaborative's warranties or a default or defect in performance by Urban Collaborative that has not been cured. Urban Collaborative agrees that time is of the essence under this Contract.

## **23. Access to Records**

For not less than five (5) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, CITY, and its duly authorized representatives shall have access to Urban Collaborative's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Urban Collaborative shall retain all pertinent records for not less than five (5) years or until all litigation is resolved, whichever is longer. Urban Collaborative shall provide full access to these records to CITY, and its duly authorized representatives in preparation for and during litigation.

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Number: 1 Author: JaredCobb Subject: Sticky Note Date: 1/13/2019 11:19:27 AM

Removed former Section 21 which held them liable for construction drawings. This was unnecessary, because their scope is limited to conceptual drawings and estimates.

## **24. Representations and Warranties**

- 24.1 Urban Collaborative represents and warrants to CITY that:
  - 24.1.1 Urban Collaborative has the power and authority to enter into and perform this Contract;
  - 24.1.2 When executed and delivered, this Contract shall be a valid and binding obligation of Urban Collaborative enforceable in accordance with its terms;
  - 24.1.3 Urban Collaborative shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and
  - 24.1.4 The services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.
- 24.2 The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

## **25. CITY Obligations**

- 25.1 CITY shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, CITY shall furnish to Urban Collaborative, within fifteen (15) days after receipt of a written request, information necessary and relevant for Urban Collaborative to evaluate, give notice of, or enforce lien.
- 25.2 CITY shall establish and update, if necessary, overall project budgets, including Architecture/Engineering and construction costs.
- 25.3 CITY shall furnish the services of consultants, including geotechnical architects/engineers, when such services are requested by Urban Collaborative, reasonably required by the scope of a project, and agreed to by CITY.
- 25.4 CITY shall furnish all testing as required by law or the Contract documents.
- 25.5 CITY shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the CITY's needs and interests, after Urban Collaborative has performed requisite project management and oversight duties.
- 25.6 CITY shall provide prompt written notice to Urban Collaborative if CITY becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Urban Collaborative's design or performance under the Contract.
- 25.7 CITY shall pay Urban Collaborative in accordance with paragraph 3 and Exhibit C of this Contract, upon receipt of Urban Collaborative's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.
- 25.8 CITY shall report the total amount of all payments to Urban Collaborative, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 25.9 CITY shall guarantee access to, and make all provisions for Urban Collaborative to enter upon public and private property necessary for performance of the Scope of Work over which CITY exercises control.

- 25.10 Extra work or work on contingency tasks is not permitted unless authorized by CITY in writing. Failure of Urban Collaborative to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Contract price or Contract time.

## **26. Arbitration**

- 26.1 All claims, disputes, and other matters in question between CITY and Urban Collaborative arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in CITY's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Washington County Circuit Court will establish rules to govern the arbitration. CITY shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.
- 26.2 A claim by Urban Collaborative arising out of, or relating to this Contract must be made in writing and delivered to the Executive Director not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the Executive Director within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the Executive Director will be considered by the Board at the Board's next regularly scheduled meeting. At that meeting the Board will render a written decision approving or denying the claim. If the claim is denied by the Board, the Urban Collaborative may file a written request for arbitration with the Executive Director. No demand for arbitration shall be effective until the Board has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the Board has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the Board's decision being binding upon CITY and Urban Collaborative.
- 26.3 Notice of demand for arbitration shall be filed in writing with the other party to the Contract. The demand for arbitration shall be made within the 30-day period specified above. CITY, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Urban Collaborative to proceed through the courts for relief. If arbitration is allowed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and the award will not be subject to modifications or appeal except to the extent permitted by Oregon law.

## **27. Joinder**

Notwithstanding any contrary language in other documents or agreements related to services provided by Architect pursuant to this Contract, including contracts for construction services, either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact arising out of or related to this Contract and whose presence is required if complete relief is to be accorded. This paragraph applies to any and all claims, disputes, and other matters arising out of, or relating to this Contract, including but not limited to those claims, disputes, and other matters subject to litigation or arbitration.

## **28. Attorney Fees**

If any suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this Contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the applicable costs and disbursements. Further, if it becomes necessary for CITY to retain the services of an attorney to enforce any provision of this Contract

without initiating litigation, Urban Collaborative agrees to pay CITY's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by the losing party.

**29. Successors and Assigns; Subcontractors and Assignments**

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

**30. Limitation of Liabilities**

CITY shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Urban Collaborative shall not be liable for any consequential damages under this Contract.

**31. Foreign Contractor**

If Urban Collaborative is not domiciled in or registered to do business in the State of Oregon, Urban Collaborative shall promptly provide to the Oregon Department of Revenue and the Corporations Division of the Oregon Secretary of State all information required by those agencies relative to this Contract. Urban Collaborative shall demonstrate its legal capacity to perform the work under this Contract in the State of Oregon prior to entering into this Contract.

**32. Confidentiality**

Urban Collaborative shall maintain the confidentiality of any of CITY's information that has been marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public, or prevent Urban Collaborative from establishing a claim or defense in an adjudicatory proceeding. Urban Collaborative shall require similar agreements from CITY's and/or Urban Collaborative's subconsultants to maintain the confidentiality of information of CITY.

**33. Force Majeure**

Urban Collaborative shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

**34. Waivers**

No waiver by CITY of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Urban Collaborative of the same or any other provision. CITY's consent to or approval of any act by Urban Collaborative requiring CITY's consent or approval shall not be deemed to render unnecessary the obtaining of CITY's consent to or approval of any subsequent act by Urban Collaborative, whether or not similar to the act so consented to or approved.

**35. Severability**

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

**36. Headings**

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

**37. Integration and Modification**

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

**38. Authority**

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to enter into this Contract.

**39. Certificate of Compliance with Oregon Tax Laws**

By executing this Contract, Urban Collaborative certifies under penalty of perjury that Urban Collaborative is, to the best of Urban Collaborative's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

CITY OF LOWELL

THE URBAN COLLABORATIVE

By: \_\_\_\_\_  
Jared Cobb  
City Administrator

By: \_\_\_\_\_  
Mark Gillem  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**REQUEST FOR PROPOSALS  
COMMUNITY FACILITIES STUDY  
RFP #2018-02**

**SUBMISSION DEADLINE: OCTOBER 10, 2018 BY 5:00 P.M. PST**

## **LEGAL ADVERTISEMENT**

The City of Lowell invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in city hall, library, and community center planning, design, and architecture to conduct a Community Facilities Study.

Sealed proposals will be received until 5 p.m. on October 10, 2018, to Jared Cobb, City Administrator at P.O. Box 490, 107 East Third Street, Lowell, Oregon 97452. There will be no formal opening. Facsimile proposals will not be accepted. Proposals will not be accepted after the stated date and time.

Proposal packets may be downloaded from [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) or may be obtained by calling 541-937-2157.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Lowell Municipal Code.

The City of Lowell reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures, (2) to postpone award of the contract for a period not to exceed sixty (60) days from the date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

**PUBLISHED: City of Lowell Website, [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) on September 19, 2018.**



## **SECTION 1: INTRODUCTION AND BACKGROUND**

### **Project Summary**

The existing Lowell City Hall and Library building is approximately 4,000 square feet. It currently has a failing roof, which has caused significant structural and cosmetic damage. The City recently received an estimate of approximately \$538,755 to make necessary repairs, which does not include other known plumbing, electrical, mechanical and ADA deficiencies. With this information in hand, the City has decided that it would be prudent to take a step back and utilize a more comprehensive approach to rehabilitation or development of new facilities. Recommended facilities may be located within one or multiple buildings.

### **What are the Project Goals?**

- Assist the City in planning for future community facilities to serve the organization and community.
- Produce a report which helps the City plan for future capital expenditures and informs the community about capital needs.

### **What is the Project Objective?**

- Work with City to engage a wide range of community stakeholders in the process, resulting in a report that is reflective of community and organizational needs.
- Use existing reports, master plans, and ongoing planning efforts to help identify existing conditions.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City's economic development goals and help generate revenue.
- Plan facility "needs" for administration, finance, human resources, planning and zoning, utility billing, information technology, customer service, and space for public meetings and records.
- Plan facility "wants" for other services that may be desired by the community, such as a library, commercial kitchen, community/youth/senior center, and/or fitness facility.

### **Who is the Audience?**

There are many stakeholders who the City expects to engage during this process. The City is seeking community-wide input to identify the needs for community facilities, as well as identifying space needs through analysis and interviews with City staff. This will include working with the existing Downtown Master Plan Steering Committee, which is currently working on a Downtown Master Plan with the support of the Lane Council of Governments. The final report will serve to help the community and the organization see the "big picture" impact of the organization and community needs and wants.

## **SECTION 2: SCOPE & SCHEDULE OF WORK**

### **Scope of Work**

The scope of work outlines the anticipated consultant tasks and responsibilities for the Community Facilities Study. In responding to this RFP, the consultant may offer alternative approaches for consideration; however, the integrity of the process must remain intact, particularly in maintaining the previously established goals and in utilizing community suggestions for action.

The consultant may perform other duties not listed below, but only as expressly approved by City staff.

### **Consultant Tasks/Requirements**

**KNOWLEDGE AND EXPERIENCE:** The successful respondent to this RFP will have professional expertise in developing municipal facilities plans and identifying estimated capital costs for planning, designing and constructing the facilities. The ideal respondent will have the following qualifications:

- Experience working with municipalities of similar sizes.
- Experience in the preparation of facility plans for similarly sized organizations.
- A demonstrated history of successful facility planning efforts.
- Experience in preparing budget estimates for design and construction of public facilities.
- Adequate, qualified staff with appropriate experience to perform the development planning effort within the designated time period.

**SCOPE OF SERVICES:** The scope of work is as follows:

- Conduct interviews with City staff to identify and prioritize space and facility needs.
- Plan at least one (1) meeting with the Downtown Master Plan Steering Committee to discuss the existing City Hall and Library building, potential project sites, and community facility needs.
- Develop a minimum of two (2) conceptual plans, with one (1) for the rehabilitation of the existing City Hall and Library and one (1) for a new facility. Plans should include a floorplan, interior and exterior design renderings with cost estimates.
- Participate in at least one (1) public community workshop.
- Plan at least one (1) meeting with the Steering Committee to review comments from the public community workshop and identify the preferred conceptual plan.
- Based on the selected conceptual plan, develop a detailed project cost estimate.
- Develop summary planning document for Steering Committee review.
- Present recommended plan to the City Council for review and adoption.

**GUIDING CITY STAFF:** The consultant will be responsible for helping City staff to develop a successful outreach strategy to inform the facilities planning process.

While the consultant will provide guidance, assistance and technical expertise to the process, City staff will be primarily responsible for implementation of the facilities planning process. City staff will:

- Serve as the liaison between the consultant and the Downtown Master Plan Steering Committee;
- Provide support to the Steering Committee, including agendas and meeting arrangements;
- Serve as primary contact for the consultant;
- Coordinate outreach and public communication;
- Review drafts of the Community Facilities Plan; and,
- Assist the consultant in preparing for the presentation of the report to the City Council.

The consultant will facilitate the public community workshop and Steering Committee meetings.

**PUBLIC INVOLVEMENT PROMOTION AND COORDINATION:** The consultant and staff will work with the Steering Committee, City staff and other stakeholders to promote awareness of the process with the public and continue to seek new ways of soliciting public input. Activities and actions led by City staff, the Steering Committee and the consultants will include developing information for the City’s website, public events, and presentations at public meetings. The consultant may be asked to develop, review or assist with material or presentations.

**Proposed Project Timeline**

- |                        |                            |
|------------------------|----------------------------|
| ▪ RFP to Consultants   | September 19, 2018         |
| ▪ Proposals Due        | October 10, 2018           |
| ▪ Consultant Selection | October 16, 2018           |
| ▪ Project              | November 2018 - April 2018 |
| ▪ Plan Adoption        | April 2018                 |

**SECTION 3: PROPOSAL CONTENT & FORMAT**

Proposals must address all submission requirements set forth in this RFP and describe how the services will be provided.

The City’s proposal format and administrative requirements are set out below. These are intended to facilitate the City’s ability to quickly and accurately evaluate proposals. Failure to follow these format and administrative requirements may affect the scoring of proposals.

**Page Limit**

Proposals must be clear, succinct and should not exceed 20 pages, including resumes, work examples and any other supporting documents.

**Cost of Preparing Proposals**

All costs incurred in preparing and submitting a proposal in response to the RFP is the responsibility of the proposer and shall not be reimbursed by the City.

**Proposal Validity Period**

Each proposal shall be irrevocable for a period of seventy (70) days from the proposal opening date.

**Title Page**

Include a title page with the submitted proposal. Include the following information on the title page: 1) the RFP title; 2) the name, title, address, telephone number, fax number, and email address of proposer’s primary contact person; and, 3) the date of submission. Proposers may include other information on the title page in addition to the listed information, but not in lieu thereof.

**Transmittal Letter**

Include a transmittal letter with the proposal. The letter should identify by name and contact information the one person the proposer wishes the City to contact after proposals have been evaluated, scored, and ranked. The letter may include any other information or insights the proposer deems relevant, but in no instance may the letter exceed two pages in length.

**Submission Requirements**

Interested consultants are to submit 3 hard copies and an electronic version of the proposal on or before October 10, 2018 at 5 p.m. (PDT).

Mailing:

Jared Cobb  
City Administrator  
City of Lowell  
P.O. Box 490  
Lowell, OR 97452

Delivery:

Jared Cobb  
City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452

#### **SECTION 4: SUBSTANTIVE REQUIREMENTS OF THE PROPOSAL**

The following information is requested to allow the City to evaluate Proposer responsibility and responsiveness to perform work described under the “Scope of Work” heading. If a contract is awarded, the City shall select the proposal which best meets the criteria outlined in the Scope of Work and based on the evaluation factors described in this RFP.

#### **Experience**

Provide a description of the firm’s experience in the preparation of public facility development plans for cities and counties which address the key elements of the proposed scope of work.

#### **Proposer Qualifications**

Interested firms must submit statements of qualifications including the following:

- Background of firm. Include a brief history of the firm and types of services the firm is qualified to perform.
- Qualifications of the firm in performing this type of work. Provide a minimum of three and up to five references for similar projects. Include the contact name(s), address, email, and telephone number for each reference.
- Project team members and their qualifications. Identify individuals who will complete this work, their experience, individual qualifications, and roles they would be assigned for this project.

#### **Project Approach & Understanding**

Interested firms must submit statements of project approach and understanding including the following:

- Describe the proposed process for defining project scope. Description of management of project scoping. Please describe specific process and tools for this scope of work.
- Describe how the proposed approach meets the goals and objectives of the project and the characteristics described in the scope of work. This will be a major part of the selection process.
- Describe other characteristics of service which would add value to the process.
- Describe experience in public process strategies, design, implementation, and coordination.

#### **Work Product Samples**

Provide examples of work products for similar projects including but not limited to a schedule, work plan, task lists, and sample pages from a final report or public document created for the project.

#### **Project Cost**

Provide a detailed project budget and please state assumptions clearly. Also include hourly rates for the project team, an estimate of the number of hours of work for each team member, tasks to be performed, and any other anticipated expenses, direct or indirect.

#### **Additional Services**

Provide a brief description of any other services that your firm could provide the City and an approximation of the hourly charge for each service of this type. Such services would be contracted for on an “as needed” basis, to be provided and billed for separately.

## SECTION 5: PROPOSAL EVALUATION PROCEDURES

### Selection Process

The City Administrator, City Clerk, and Public Works Director shall review and evaluate proposals based on the proposal requirements and evaluation criteria identified in this RFP. The highest ranked proposal will be recommended for award to the City Council for a final decision.

<b>Evaluation Criteria</b>	<b><u>Maximum Points</u></b>
Experience & Qualifications of Project Team Members and Firm	30
Project Understanding & Approach	30
Examples Provided of Similar Work Products	20
Contract Price	20
<b>Maximum Total Points:</b>	<b>100</b>

At the City's option, interviews may be part of the evaluation process to determine which proposers best meet the requirements outlined in the RFP. The City Administrator will schedule any necessary interviews and notify the selected proposers.

### Intent to Award

After evaluation, the City will provide written notice to all proposers of its intent to award the contract to the highest ranked proposer and then commence with negotiations. If an agreement, cannot be reached, the City may engage in discussions with the next highest ranked proposer.

The decision whether to engage in negotiations or discussions with the next highest ranked proposer shall be made at the sole discretion of the City based on its reasonable judgment.

The City reserves the right to cease negotiations with the highest ranked proposer and proceed to negotiate with the next highest ranked proposer, (and so on down the list) until such time as an agreement can be reached or the City decides to cease all negotiations.

### Investigation of References

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule and its lawful payment of employees and workers.

### **Clarification of Proposals**

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a proposal, but will not, in any way, provide an opportunity to change any fee amount originally proposed. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

### **Award Recommendation**

City staff will inform the successful respondent of selection as the consultant. The successful respondent will be required to complete a Personal Services Agreement with the City.

### **Reservation of Rights**

City reserves all rights regarding the RFP, including, without limitation, the right to:

- Amend, delay, or cancel the RFP without liability if City finds it is in the best interest of the City to do so (see generally ORS 279B.100);
- Reject any or all proposals received upon finding that it is in the best interest of the City to do so (see generally ORS 279B.100);
- Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any proposal, if required;
- Reject any proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- Negotiate a Statement of Work based on the Scope of Work described herein and to negotiate separately in any manner necessary to serve the best interest of the public;
- Amend any Contracts that are a result of the RFP; and
- Engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements to perform the same or similar services.

Although price is a consideration in determining the apparent successful proposer, the intent of the RFP is to identify a proposal from a proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance, history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the highly technical nature of some of these tasks, the proposer with the lowest price proposal may not necessarily be awarded a contract. City reserves the sole right to determine the best proposal.

# CITY OF LOWELL

## COMMUNITY FACILITIES STUDY



RFP Title:  
Community Facilities Study  
RFP #2018-02

Proposer Primary Contact  
Mark Gillem, PhD, FAIA, FAICP  
800 Willamette Street, Suite 790  
Eugene, OR 97401

M. 510-551-8065  
mark@urbancollaborative.com

Date of Submission  
October 10, 2018

Prepared for:  
City of Lowell  
Jared Cobb, City Administrator  
107 East Third Street  
Lowell, OR 97452

Response to Request for Proposals  
October 10, 2018



# TRANSMITTAL LETTER

October 10, 2018

Jared Cobb  
City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452

## RE: Proposal for City of Lowell Community Facilities Study, RFP #2018-02

Dear Mr. Cobb and Members of the Selection Team,

I am pleased to submit our proposal for the City of Lowell Community Facilities Study. **The Urban Collaborative** (UC) is more than qualified to fulfill all services within the scope of work and project goals and objectives identified in the Request for Proposals. The UC is an interdisciplinary design firm that has prepared master plans, comprehensive plans, form-based codes, land use plans, and facilities concept plans regionally, nationally, and across the globe. As a local firm, we can provide on-site support throughout the entire project process. Moreover, we are currently working with the Lowell community to develop a Downtown Master Plan and would apply our experience to this next step in planning. The team will work closely with the City of Lowell, City Council, Downtown Master Plan Steering Committee, staff, residents, and other stakeholders throughout the design process. Working with the people who will implement and use the community facilities will ensure our team's ability to develop concept plans that reflect the community's vision and meet the needs and desires of staff and residents.

Our projects in the region include preparing concept plans, renderings, and a cost estimate for the Lutherwood Lodge and Administration building in Cheshire, Oregon. The plans, developed through a participatory process, included several community facilities. In Wilsonville, Oregon, our team developed architectural design standards for the Old Town neighborhood, including concepts for four distinct building types that adhered to the neighborhood's desired historic character. In addition, we have experience in similar scale community facilities studies and concept plans as a result of our work with the Department of Defense at installations in the U.S. and around the world. Similar to small towns, installations have limited budgets and a need for beautiful administrative and community facilities within their areas. Our team designed the Torii Community Center and Library at an American military base in Japan that supported a community of families similar in size to Lowell.

The UC is known for creating award-winning plans that promote the vision and goals of the community. Our comprehension of your objectives for the Community Facilities Study has guided the assembly of a team with a proven track record in community engagement, facilities studies, building concept plans, and cost estimates. We have enjoyed working with the City of Lowell during the first stages of developing the Downtown Master Plan and are eager to further collaborate with local government and community members in this important and exciting work. If you have any questions, please contact me anytime at [mark@urbancollaborative.com](mailto:mark@urbancollaborative.com) or by phone at 510-551-8065.

This proposal is irrevocable for 70 days from the proposal opening date.

Sincerely,



Mark Gillem, PhD, FAIA, FAICP  
Principal  
The Urban Collaborative, LLC

# A New Vision for Community Facilities in Lowell



**Beautiful and Functional Facilities**



**For the Entire Community,**



**That Enhance Lowell's Small Town Feel and Historic Character**



**Meeting the Needs of the Community**



**In a Central Location.**

This vision supports the emerging Downtown Master Plan vision and goals and the 2018 Strategic Plan Vision of "A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a representative government."

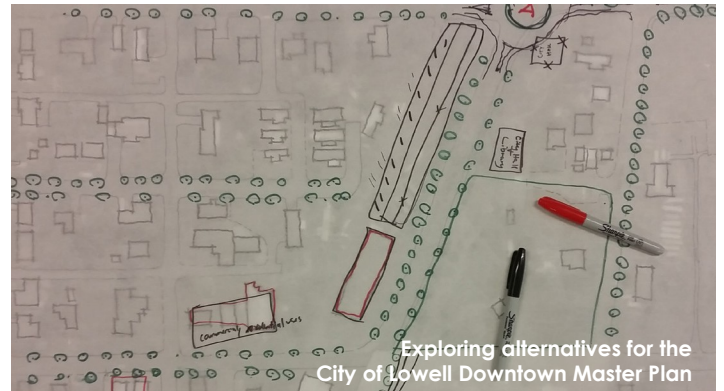
The Urban Collaborative's planning process starts with reviewing previous planning documents and working with the city and stakeholders to understand the opportunities and goals of the community. We use this information as a base to help the community create a new vision for future community facilities that addresses the administrative needs of the City, responds to the desires of the community, and identifies priorities for implementation.

## EXPERIENCE

The Urban Collaborative has ample experience conducting community facilities studies for communities of all sizes. These studies help to identify the vision and components of concept plans for civic buildings. We have **completed architectural concept plans for over forty communities** worldwide. Our team is currently working with the Lowell community to develop the Downtown Master Plan and has experience working with other municipalities of similar size including a Joint Comprehensive Plan for the town of Emporia, Kansas, and community planning work at small American military installations around the world.

The UC has developed facility plans for numerous communities similar to Lowell, including a lodge and administrative building at a youth summer camp for Camp Lutherwood in Cheshire, Oregon; a Community Center and Library, Fire Station, and a Community Club for the Marine Corps Air Station Iwakuni; and administrative head quarters and flexible training facilities for several installations. These communities, while diverse, are of the same size as a small town and have similar needs and wants for their community and administrative facilities. Throughout each of these projects our team uses a participatory planning process to **engage communities and ensure the proposed facility design serves the needs and desires of the community** or the organization.

The UC has experience in **preparing budget estimates for the design and construction** of public facilities. In 2017 our team completed a Customer Concept Document for the Joint Operations Center at Fort Polk. Like a small town, the DoD installations we work with need a facility that could meet multiple needs on a tight budget. We help our clients in **identifying funding, including securing grant funding**. We design **flexible spaces for potential income generating activities** such as event rooms that can also be classrooms. Our team works with stakeholders to ensure a realistic budget for conceptual projects so a planning board can identify funding sources. It is our goal to help the City of Lowell to plan for future capital expenditures and inform the community about its capital needs while building a City Hall that supports the community's vision.



# Our History and Services

The Urban Collaborative (UC) is a planning and design firm headquartered in Eugene, Oregon that helps communities establish a collaborative vision and define implementation plans to achieve their goals. The UC has a reputation for creating great places through community engagement, stakeholder collaboration, and context-based planning. Established in 2006, we have received over 35 national, state, and local planning and design awards. With 24 staff members with degrees in planning, architecture, landscape architecture, economics, and engineering, our multi-disciplinary team thinks creatively and brings expertise in planning and design along with effective implementation tools to all of our projects.

The Urban Collaborative provides the following services:

- Comprehensive Planning
- Architecture
- Strategic Visioning + Analysis
- Form Based Planning
- Street Design Guidelines
- Concept Plans
- Programming Documents
- Sustainability Analysis
- Transportation Planning
- Public Facilities Planning
- Low-Impact Development
- Resiliency Planning
- Implementation Plans



## Recent Awards

- American Planning Association-Federal Planning Division (APA-FPD) Outstanding Federal Planning Project – Honor Award, USAG-Miami Future Development Plan, 2017
- American Institute of Architects and South West Oregon (AIA-SWO), People's Choice Award, Master Planning Category
- APA FPD. Outstanding Technical Plan or Study – Citation Award Fort Polk Joint Operations Center Customer Concept Document, Louisiana, 2017
- APA FPD. Outstanding Collaborative Planning Project – Merit Award: NASA Johnson Space Center Master Plan Update, Texas & New Mexico, 2017
- APA FPD. Outstanding Federal Area Development Plan Project – Honor Award: Fort Polk Warrior Plaza ADP, Louisiana, 2016
- American Planning Association Hawaii Annual Chapter Award. Outstanding Planning Award – Joint Base Pearl Harbor-Hickam Master Plan, 2016
- APA FPD. Outstanding Technical Plan or Study Merit Award: Parks Reserve Forces Training Area Development Execution Plan, Dublin, California, 2016
- APA FPD. Outstanding Federal Planning Project Honor Award: Fort Buchanan Area Development Plan, San Juan, Puerto Rico, 2016
- APA FPD. Outstanding Area/Site Development Plan Merit Award: Fort Knox South Wilson Area Development Plan, Radcliff, Kentucky (with Merrick and Co), 2016
- APA FPD. Outstanding Technical Plan or Study Honor Award: Fort Hood Area Development Execution Plan, Killeen, Texas, 2016
- Outstanding Environmental Planning Project Honor Award: Parks Reserve Forces Training Area Sustainability Component Plan, Dublin, California, 2016

# Community Facilities Studies

The Urban Collaborative (UC) has experience conducting similar scale public facilities studies as well as developing concept plans for civic buildings for communities across the nation and American installations across the globe. These studies, developed through a participatory planning process, include floor plans, interior and exterior renderings, and cost estimates.

## REFERENCES

**Project:** Torii Community Center and Library, (Iwakuni, Japan)

**Contact:**

Mr. Emilio Rovira  
Planning Division, Facilities Department  
MCAS Iwakuni, Misumi-Cho  
Iwakuni-Shi, Yamaguchi-Ken  
Japan, 740-0025  
emilio.rovira@usmc.mil  
+81 827.79.6403

**Project:** Camp Lutherwood Lodge and Administrative Offices, (Cheshire, Oregon)

**Contact:**

Mrs. Andrea Scofield  
22960 OR-36  
Cheshire, OR 97419  
andrea@lutherwoodoregon.org  
503.679.6625

**Project:** Parks RFTA Training Center, (Dublin, California)

**Contact:**

Mr. Jerry Zekert  
Chief of Master Planning, Headquarters U.S. Army of Engineers  
441 G Street NW  
Washington, DC 20314-1000  
Jerry.C.Zekert@usace.army.mil  
540.847.5246

**Project:** Joint Operations Center at Fort Polk, (Alexandria, LA)

**Contact:**

Mr. Joey Ball  
819 Taylor St., Rm 3B10  
Fort Worth, TX 76102  
joey.b.ball@usace.army.mil  
817.886.1878



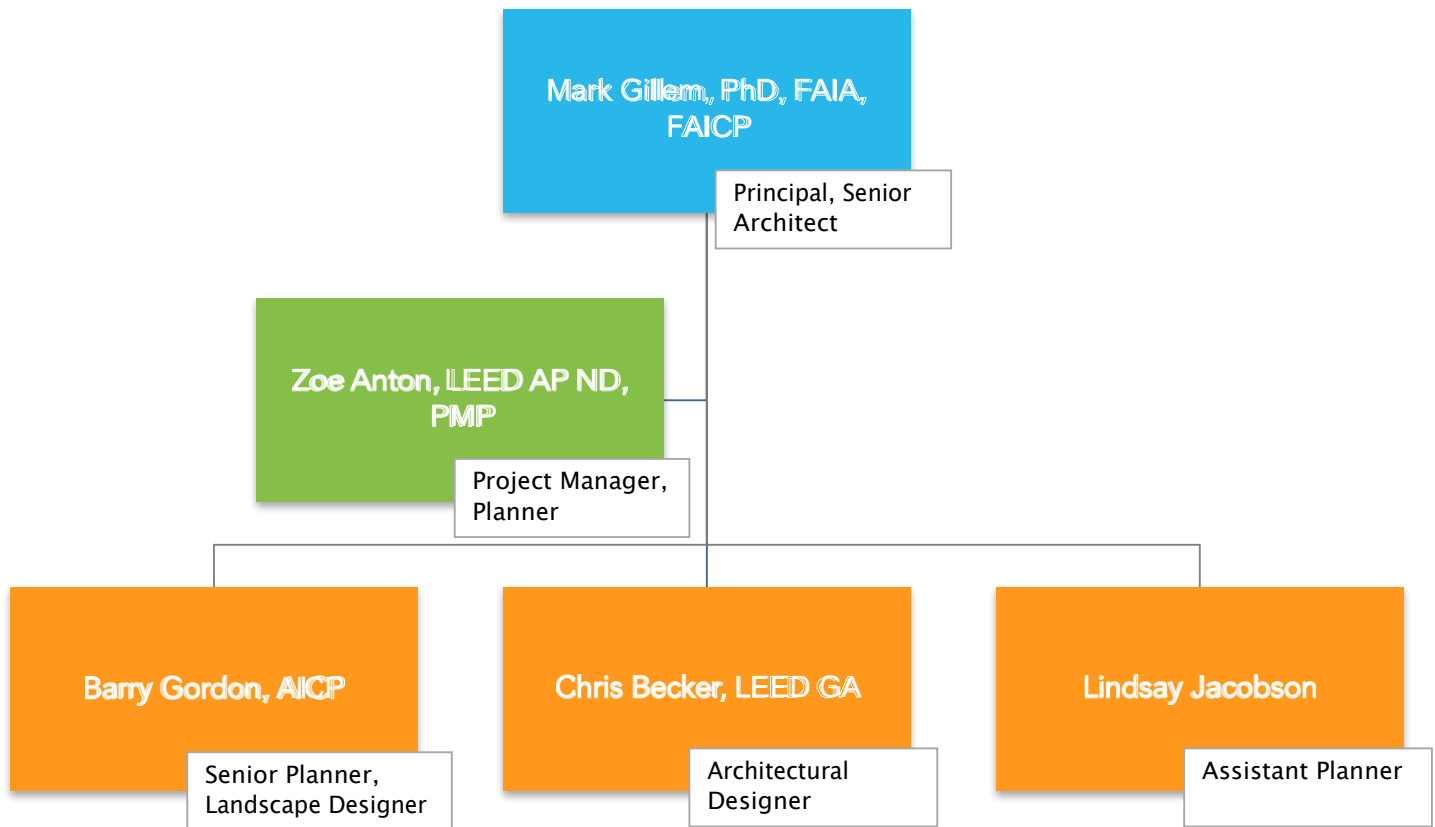
Atrium of the Community Club at Marine Corps Air Station Iwakuni



Community Club at Marine Corps Air Station Iwakuni

# Team Organization

Our principal-in-charge, Mark Gillem, PhD, FAIA, FAICP, will be the Senior Architect and Facilitator and oversee the entire community facilities study effort. Zoe Anton, PMP, LEED AP ND, be the Project Manager for the team. She is currently leading the Downtown Master Plan for Lowell and is familiar with working with the City and Steering Committee. Keeping continuity of the team, Lindsay Jacobson will continue to be the Assistant Planner as well as Architectural Designer.



Our full staff are experienced and qualified and able to help as needed:

## ARCHITECTURE STAFF

Virginia Bailey, CPHC  
Dede Christopher  
Lyndsey Deaton, RA, LEED AP, PMP  
Marc Holt, RA, LEED AP  
Jessica Kelly, LEED AP  
Dale Masin, RA

## LANDSCAPE ARCHITECTURE & PLANNING STAFF

Steve Baird, AICP  
Hesham Issa, PhD, AIA  
Tricia Kessler, AICP  
Holly Workman, AICP  
Kellie Dzedzic LEED GA  
Jane Jewett  
Joaquin Pedrin, RLA  
Donald Rickman, LEED AP

## COST ESTIMATING STAFF

Jason Fajardo  
Mike Knowles  
Tim McAdams AICP

## GIS & CAD SUPPORT STAFF

John Gonzales  
Eric Knobelspiesse  
Jay Pezzotti

## PROPOSER QUALIFICATIONS: Project Team

### **MARK GILLEM PhD, FAIA, FAICP**

Principal, Senior Architect, The Urban Collaborative  
Professor, University of Oregon



#### **Education**

Architecture PhD, University of California, Berkeley  
Master of Architecture, University of California, Berkeley  
Bachelor of Architecture, University of Kansas

#### **Professional Registrations**

Oregon Registered Architect, #6082  
California Registered Architect, #C27707  
Fellow, American Institute of Architects (FAIA)  
Fellow, American Institute of Certified Planners (FAICP)  
Director, International Association for the Study of Traditional Environments (IASTE)

#### **Qualifications**

Dr. Gillem has extensive experience in helping communities develop strategic visions that drive sustainable development. He has completed plans at a range of scales; from comprehensive plans at over 60 sites to numerous conceptual architectural plans (15% design). His planning work has received over 30 awards from the American Planning Association Federal Planning Division (APA FPD).

#### **Selected Projects:**

##### **City of Lowell, OR, Downtown Master Plan**

As the principal-in-charge, Dr. Gillem oversees all aspects of the Downtown Master Plan. He works directly with the in-house project manager and collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

##### **Torii Community Center and Library, Iwakuni, Japan**

As the lead architect and principal-in-charge for this customer concept document Dr. Gillem's participation ensures the architectural designs meet the intent of the master plan and detailed form-based code developed under a larger real property master planning project. This 15% conceptual design architectural project includes a youth and teen center, library, and town pool. He worked directly with senior officials and stakeholder. This architecture project is one of nine projects developed at Iwakuni.

##### **Camp Lutherwood Lodge and Administrative Offices, Cheshire, OR**

As the principal-in-charge, Dr Gillem oversees all aspects of the Lodge and Administrative Offices Complex. He works directly with the in-house project manager

and collaboratively with the Camp Master Plan and Development Steering Committees, numerous focus groups, and community working sessions.

##### **Parks RFTA Training Center, Dublin, CA**

Dr. Gillem was the lead architect and principal-in-charge for this customer concept document. His involvement ensures the architectural designs meet the intent of the master plan developed under his guidance. This 15% conceptual design architecture project included two Marine Corps Reserve Centers with Administrative, Physical Training, and Vehicle Maintenance Centers.

##### **Joint Operations Center, Alexandria, LA**

Dr Gillem oversaw all aspects of this 15% conceptual design. The operations center laid the framework for all customer concept design and cost estimating for the U.S. Army.

##### **Emporia and Lyon County, KS, Joint Comprehensive Plan.**

As principal-in-charge and senior planner, Dr. Gillem guided the visioning process and facilitated an intensive planning charrette. He helped transition the city and county from a land use plan to a regulating plan in order to better implement the community's goals. Dr. Gillem led stakeholders and a team of planners to develop a principles, goals, and objectives to meet the community's vision and needs for a sustainable future.

##### **Tacoma, WA, Joint Base Lewis-McChord Comprehensive Plan.**

Senior planner and principal-in-charge of the master plan process. The project included direct planning with the local municipality and state department of transportation to solve major traffic issues. (Outstanding Sustainable Planning Design or Development, 2008; Outstanding Federal Planning Project, 2010)

##### **Wilsonville, OR, Old Town Single-Family Design Standards**

Dr. Gillem, as architect and senior planner, led the development of simple and flexible standards that helped to meet the community's desire to continue the historic character of their neighborhood.

##### **Yakima, WA, Training Center Area Development Plan.**

As principal-in-charge, Dr. Gillem led the effort for the U.S. Army's premier Pacific Northwest range and training installation. A small developed area, located on the west side of the 328,000 acre training complex, contains the parade field, headquarters and other support facilities for both permanent and transient units and families. The entire plan was designed using a natural, historic, and built systems overlay analysis methodology.

##### **Clayton, OH, Comprehensive Plan.**

As principal-in-charge, Dr. Gillem led the charrette facilitation and land use regulating plan development. In a diverse community, Dr. Gillem worked extensively with local government to ensure that all needs of the community were met. He helped to align the future land use plan with the community's goals, which will enable Clayton to grow while preserving their agricultural land and unique character.

## PROPOSER QUALIFICATIONS: Project Team

### **ZOE ANTON, LEED AP ND, PMP**

Project Manager, Planner  
The Urban Collaborative



#### **Education**

Master of Science, Environmental Policy and Regulation,  
London School of Economics and Political Science (LSE)  
Bachelor of Arts, International Relations,  
Bachelor of Arts, French, University of Oregon

#### **Professional Registrations**

U.S. Green Building Council, LEED Accredited Professional  
Project Management Certification, Association for Project  
Management

#### **Qualifications**

Ms. Anton has over eight years of experience in sustainable design and development, urban planning, and policy development. She has managed projects at various scales and consistently keeps projects on schedule and within budget. Ms. Anton has served as primary and contributing author to numerous comprehensive plans, economic development strategies, and community facilities studies. Her focus is on participatory planning, sustainable growth, and capacity building throughout the planning process.

#### **Selected Projects:**

##### **Downtown Master Plan, City of Lowell, OR**

Ms. Anton is currently the project manager and planner for the Downtown Master Plan. She has worked collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

##### **Old Town Single-Family Design Standards, Wilsonville, OR**

As project manager, Ms. Anton directed all aspects of the process from initial analysis and stakeholder engagement to presenting at public hearings.

##### **Joint Comprehensive Plan, Emporia and Lyon County, KS**

As project manager, Ms. Anton led the overall project process as well as facilitated all community engagement, including one-on-one interviews, designing and implementing a web survey, leading focus groups, and co-facilitating a week-long planning charrette. She conducted a public facilities study and developed a phased implementation plan aligned with the community's vision.

##### **Comprehensive Plan, Clayton, OH,**

Ms. Anton co-facilitated the design charrette and worked specifically to align a new nodal development plan with the community's economic development goals.

### **BARRY GORDON, AICP, LEED Green Associate**

Senior Planner, Landscape Designer  
The Urban Collaborative



#### **Education**

Master of Landscape Architecture; Master of Community  
and Regional Planning, University of Oregon  
Bachelor of Science in Community Development and  
Applied Economics, University of Vermont

#### **Professional Registrations**

American Institute of Certified Planners (AICP)  
U.S. Green Building Council, LEED Green Associate

#### **Qualifications**

Mr. Gordon has extensive experience in sustainable design and development, education and training, policy development, public and private sector urban design, and landscape preservation planning. He has completed plans, form-based codes, and implementation plans for cities and communities at a range of scales worldwide.

#### **Selected Projects:**

##### **Torii Community Center and Library, Iwakuni, Japan**

Mr. Gordon is currently in his third year as the program manager and senior planner for this large planning program. He has led and or assisted in the facilitation of architecture and planning workshops and helped complete over 100 project deliverables from large-scale planning reports to detailed form-based codes, and 15% conceptual design architectural project. He works directly with senior officials and stakeholders alike.

##### **Lutherwood Lodge and Administrative Offices, Cheshire, OR**

As the quality assurance manager, Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client and then with the client and stakeholders during the design review period.

##### **Parks RFTA Training Center, Dublin, CA**

As a project planner, Mr. Gordon assisted in all aspects of a series of workshops that generated the planning vision and form-based code that informed this project. He worked with stakeholders, the planner from the adjacent city of Dublin, and the developer, ensuring an implementable project.

##### **Joint Operations Center at Fort Polk, Alexandria, LA**

As the quality assurance manager Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client.



## PROPOSER QUALIFICATIONS: Project Team

### **CHRIS BECKER, LEED Green Associate**

Architectural Designer  
The Urban Collaborative



#### **Education**

Bachelor of Architecture, University of Oregon

#### **Professional Registrations**

U.S. Green Building Council, LEED Green Associate

#### **Qualifications**

Mr. Becker has over six years of experience in facilitating, urban design, and master planning. He brings expertise in graphic design, 3D modeling, architectural design, sustainable urban planning, and energy modeling. He works to ensure the project vision and goals developed with clients are reflected in the high quality products delivered at the end of the project.

#### **Selected Projects:**

##### **Torii Community Center and Library, Iwakuni, Japan**

Mr. Becker facilitated youth and adult focus groups and architectural design workshops. As the technical lead of the community's form-based code, he ensured the facility conforms to the form-based code, the community's needs, and the surrounding architectural styles. He also assisted in preparing an estimated capital construction budget.

##### **Maintenance Facility and Administrative Center, Siting Study, Havelock, NC**

As a technical lead, Mr. Becker helped execute all aspects of the project to ensure successful facility design and community engagement in the process. He conducted one-on-one interviews with stakeholders, drafted architectural plans, and helped prepare budget estimates for design and construction of the facility.

##### **Lutherwood Lodge and Administrative Offices, Cheshire, OR**

Mr. Becker met with clients and assisted with the architectural design documentation. He performed project quality and consistency reviews prior to delivery of the plans to the client.

##### **Joint Operations Center, Customer Concept Document, Alexandria, LA**

As an architectural designer, Mr. Becker assisted with the development of architectural plans, renderings, graphic communication, and facility programming documents. Additionally, he supported the overall quality assurance and quality check team.

### **LINDSAY JACOBSON**

Assistant Planner, Architectural Designer  
The Urban Collaborative



#### **Education**

Master of Architecture, Ecological Design Certificate;  
University of Oregon  
Bachelor of Arts in Interior Architecture, California State University in Sacramento

#### **Qualifications**

Ms. Jacobson is a Masters of Architecture graduate and has five years education and experience specializing in ecologically-focused architecture and planning. She has demonstrated understanding of the relationships between environmental and socio-cultural ecological processes, sustainable architecture and urban development, and how design and planning disciplines collaboratively approach these relationships.

#### **Selected Projects:**

##### **Downtown Master Plan, City of Lowell, OR**

Ms. Jacobson is currently the assistant planner for the Lowell Downtown Master Plan. She co-facilitated the downtown design workshop and is working with community members, Steering Committee members, and stakeholders to develop a new master plan for downtown Lowell.

##### **Kintai Inn Lodge & Conference Center, Iwakuni, Japan**

Ms. Jacobson assisted in the design for the Kintai Inn Lodge and Conference Center. She developed the Revit 3D Model, produced final architectural drawings for the customer concept document, and performed an energy analysis for the project.

##### **Old Town Single-Family Design Standards, Wilsonville, OR**

As a design assistant, Ms. Jacobson helped to develop and create 3D models and graphics illustrating the new design principles of the form based code for Old Town's Residential architecture.

##### **Avionics Repair Facility Conceptual Design, NAS Lemoore, CA**

As an architectural designer, Ms. Jacobson produced the Revit 3D Model and the final plans, sections, and elevations for the new facility conceptual design. She performed thorough energy calculations and systems analysis for the program needs for the facility, and created photo-realistic interior and exterior renderings for the project.

# Proposed Process



November 2018

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## PRELIMINARY ANALYSIS

As a result of the planning process for the Downtown Master plan, our team is familiar with many past planning efforts in Lowell. We will build on our current analysis of existing conditions. This stage will further allow us to learn from existing reports and plans and ongoing efforts. We will:

- Evaluate previous city planning work that addresses City Hall, the library, and other community facilities
- Assess current zoning and land use, including any new proposals being developed during the Downtown Master Plan process
- Explore current administrative needs and community desires for an updated or new City Hall and community building
- Analyze Lowell's current community facilities and how they could be improved to better contribute to the overall goals of the community as well as contribute to economic development

This analysis and the corresponding recommendations would be presented to the Downtown Master Plan Steering Committee.

## KICKOFF MEETING + STAKEHOLDER INTERVIEWS

We will attend a kick-off meeting with the Steering Committee to discuss the current state of the City Hall and Library building, potential project sites, and facility needs, as well as relevant findings from the Downtown Master Planning process. In addition, our team will conduct interviews with stakeholders including City

staff, residents, and other stakeholders to better identify and prioritize community facility needs.

## DRAFT CONCEPTUAL PLANS DEVELOPMENT

Our team, building on public engagement input, will draft two conceptual plans for the City Hall and Library facility. One will address the rehabilitation of the existing facility and the other will present a conceptual plan for a new facility. Each draft conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design rendering
- Exterior design rendering
- High level cost estimate

## PUBLIC COMMUNITY WORKSHOP

Our team follows a proven methodology for participatory planning and design. As part of this process we will conduct a half-day community workshop, or two evening sessions of two hours each, for staff and residents. Throughout the workshop we will work with dedicated stakeholders and community members to refine a clear vision, goals, and objectives for community facilities in Lowell. In addition, we will consider design opportunities that could generate revenue and help Lowell meet its economic goals. In order to ensure informed planning decisions for the City, we will work with participants to analyze and refine the components of a rehabilitated or new facility, which will lead to a better understanding of the community's preferred conceptual plan.

# PROJECT APPROACH AND UNDERSTANDING: Schedule + Scope



With this analysis in place, our team will evaluate relevant courses of action for the City Hall and Library. This will help to outline priority needs and functions for the facility in the near term.

### **STEERING COMMITTEE REVIEW MEETING**

We will attend and present at a Steering Committee meeting to review outcomes from the public workshop and identify a preferred conceptual plan to carry forward.

### **FINAL CONCEPTUAL PLAN DEVELOPMENT**

Based on the comprehensive analysis, community input, and Steering Committee review, we will develop a final concept plan for the preferred approach. The final conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design renderings
- Exterior design renderings

### **DETAILED COST ESTIMATE DEVELOPMENT**

Our team will develop a parametric cost estimate based on the preferred conceptual plan for the Lowell City Hall, Library, and Community Facility.

### **DRAFT SUMMARY PLANNING DOCUMENT**

Our team will prepare a summary planning document that incorporates the conceptual plan and cost estimate as well as documents the planning process. The report will help the City plan for future expenditures while also informing the community about capital needs.

### **FINAL SUMMARY PLANNING DOCUMENT**

Following a Steering Committee review, our team will incorporate comments and prepare a final summary planning document for the City Council's review.

### **PRESENTATION TO CITY COUNCIL**

Our team will present the planning document and conceptual plan to the City Council for adoption. The report will address facility needs for administration as well as other services that are desired by the community and identify priorities.

## PROJECT APPROACH AND UNDERSTANDING: Meeting Goals

The Urban Collaborative will facilitate a process that engages a wide range of community stakeholders. Our focus is on the creation of places rather than objects, and we think a strong vision is the key to successful community facilities. From the community's vision we will evaluate design opportunities that promote economic development and generate revenue. Throughout the process we will work with the City to develop a program that meets the needs and wants of the community.

Our philosophy and work approach is focused on four key areas:

**Collaboration.** We have pioneered a process that integrates the goals and needs of all involved, whether actively or passively, in an engaging and effective manner. We have deep knowledge and expertise in survey methods, focus groups, charrettes, and participatory facility planning, and we use these skills on all of our projects.

Our firm does not accept development ideas and programs at face value though. As our clients educate us on the nuances of their unique community that may impact planning, we also educate our clients on creative solutions that harness these attributes as **opportunities for economic and cultural growth** in the future.

This process results in more informed facility plans that serve the organization and the community.

**Placemaking.** We believe in the design and creation of great places. By working with community members to create these places, they are more invested in the outcome, and more likely to support urban amenities that lead to a more vibrant building and community.

We facilitate this process by working with community and organization members to create a facility vision as the first step. With the vision guiding the remainder of the process, we keep stakeholders focused on the overall objectives of the broader community and previously established economic goals.

Creating great places draws people to downtowns and neighborhoods, spurring private development and contributing to a thriving economy.

Using Illustrations to Communicate a Clear Vision



## PROJECT APPROACH AND UNDERSTANDING: Characteristics of Service

**Economic Sustainability.** Our goal is to create places that are economically, environmentally, and socially sustainable. We will focus on including the city's economic development goals as a foundation of this community facilities study.

Through our preliminary analysis, we will evaluate previous planning studies, existing administrative needs, and analyze Lowell's current facilities for design opportunities which could stimulate economic development.

By conducting interviews with staff, residents, and stakeholders, our team will build on our **experience developing the Downtown Master Plan** to produce realistic and sustainable conceptual plans for the community facilities.

**Responsiveness.** We pride ourselves on being responsive to client needs and in our ability to orchestrate collaborative planning efforts for communities.

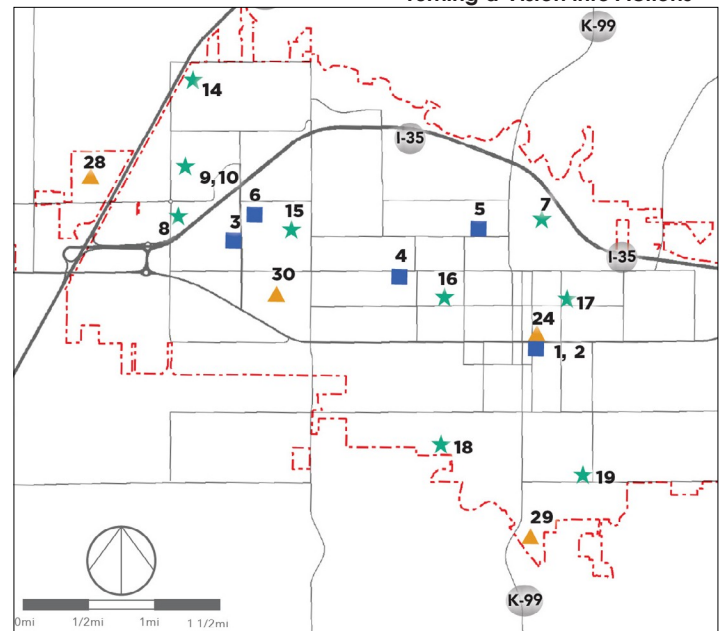
The UC will provide informed recommendations to **meet the needs and wants of the community** through the development of two conceptual plans for the City Hall and Library facility; one to address the rehabilitation of the existing facility and the other to present a conceptual plan for a new facility.

With the collaboration between stakeholders and the steering committee, the Urban Collaborative will facilitate the evaluation and analysis of the alternative plans in order to develop a recommended plan for the City Council to review and adopt.

Illustrating the Plan



Turning a Vision into Actions



## WORK PRODUCT SAMPLES

# Torii Community Center and Library Customer Concept Document (Iwakuni, Japan)

**The Urban Collaborative** led a public engagement process to generate conceptual architectural designs for a library, community center, teen center, and neighborhood pool. The project is located in the town center of Marine Corps Air Station Iwakuni - a growing small community of overseas families. Our team held **focus groups with youth, parents, adult community members, library staff, community planners, and key decision-makers** to determine a vision for the facility, the appropriate siting, and architectural plans to meet the client's and the community's needs.

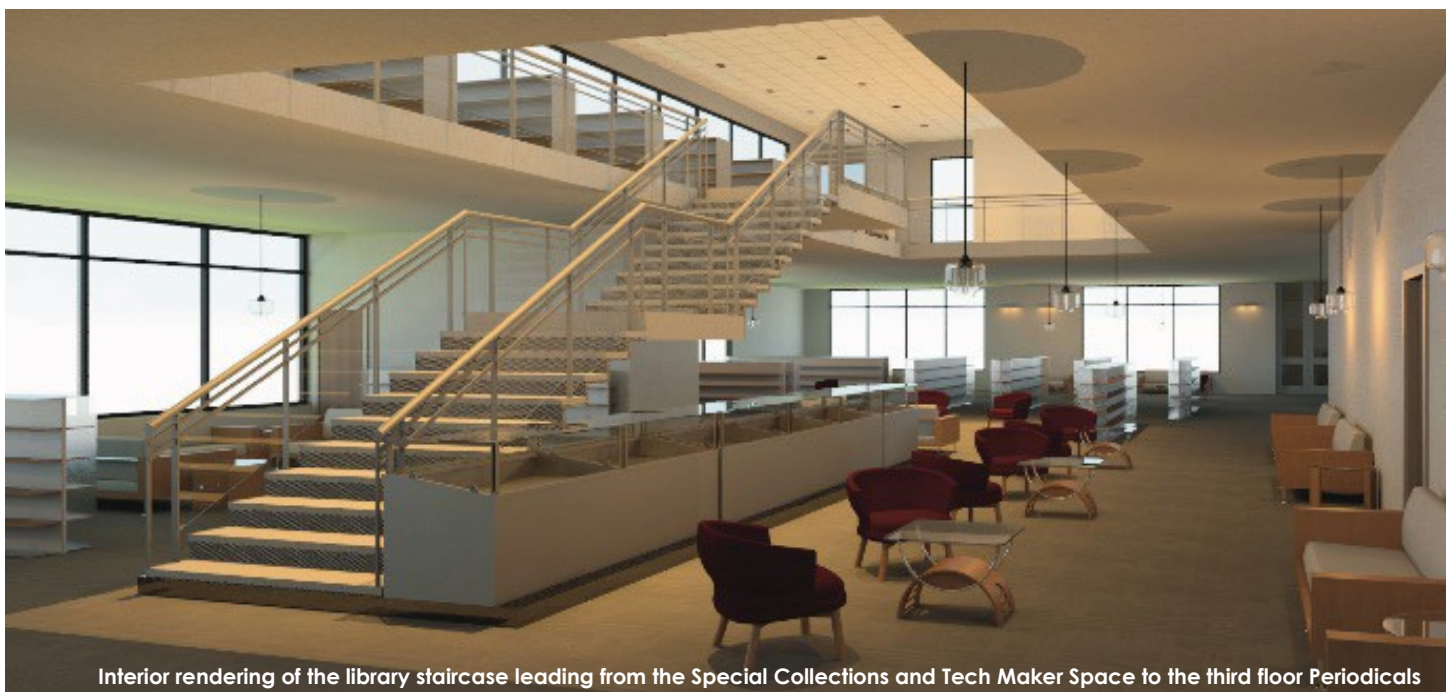
The process resulted in a **vision statement and architectural concept** for the facility: **a contemporary mixed-use building that is welcoming to the community, with clearly defined spaces, incorporating narrow wings and collaborative spaces.**

The contractor and stakeholder team **analyzed multiple sites** and identified its preferred location. The site, located in the community's foremost residential and community-focused area, also sits adjacent to the installation's central park. Library staff and community planners worked with our architects to determine the building's programmatic requirements to include multi-purpose rooms, teen storage cubbies and hang out areas, maker rooms, reading alcoves, and staff work stations, personal offices, and break room/kitchen.

The UC created **architectural design alternatives and the preferred plan by** following the design vision, goals, and objectives, and inspiration gathered from stakeholder groups.

### Project Reference:

Mr. Emilio Rovira  
Planning Division, Facilities Dept  
MCAS Iwakuni, Misumi-Cho  
Iwakuni-Shi, Yamaguchi-Ken  
Japan, 740-0025  
emilio.rovira@usmc.mil  
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# WORK PRODUCT SAMPLES

The conceptual design for the Torii Community Center and Library has narrow wings to create opportunities for **passive design strategies**, such as natural light and ventilation. The L-shape footprint allows for the segregation of different types of uses, including **public and administrative spaces**.

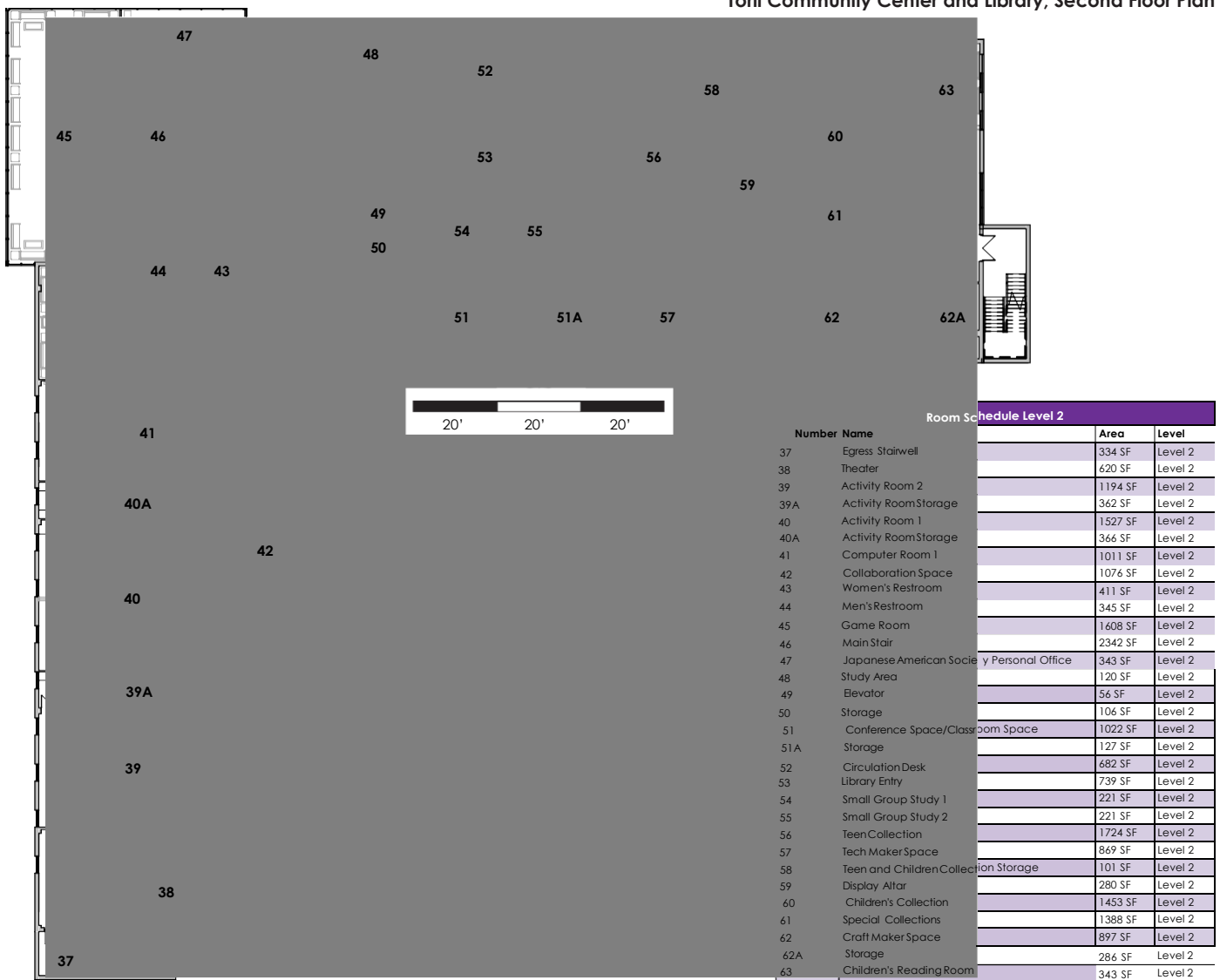
Our team of architects and planners developed a **detailed project cost estimate** based upon the selected conceptual design. We worked with our client to develop presentation materials for the planning board.

The deliverable establishes a planning framework for the facility and will reduce the design time, limit design changes and conserve design funds.

## Project Elements:

- Public Engagement (including a four-day workshop, 40 interviews, open houses, focus groups, and follow-on reviews with stakeholders)
- Community Vision and Principles
- Focus Groups with Staff, Youth & Adults
- Site Identification within Master Plan
- Conceptual Floor Plans, Sections and Renderings
- Cost Estimate
- Energy Modeling

Torii Community Center and Library, Second Floor Plan



## WORK PRODUCT SAMPLES

# Camp Lutherwood, Cheshire, Oregon

## Lodge and Entry Facility Customer Concept Documents

In 2016 **The Urban Collaborative** completed a set of two customer concept designs for a youth summer camp in Cheshire, Oregon. The customer concept designs were part of a multi-year collaborative effort starting with the camp's master plan and continuing through the schematic design and preliminary cost estimate of the new buildings on-site.

### Project Reference:

Andrea Scofield  
22960 OR-36  
Cheshire, OR 97419  
andrea@lutherwoodoregon.org  
503.679.6625

The Urban Collaborative engaged over 250 participants in 14 workshops and focus groups over a period of four-years to complete the Master Plan and customer concept designs. During the customer concept design process, the team relied and built on the information collected during the previous workshops by facilitating focus groups, stakeholder workshops, and individual interviews aimed at creating a vision and identity for the new facilities that aligned with the overall Master Plan.

To understand the requirements for the new facilities, the team completed a detailed site and existing building analysis through interviews, creating as-built drawings of the existing buildings, reviewing utility and man-made/natural constraints, and facilitating site-walks with stakeholders.

Through exhaustive analysis of site constraints and opportunities, detailed document review, and comprehensive engagement with stakeholders the camp can move forward with energy-efficient, rustic-modern development that aligns with the master-plan, has been approved by the majority of stakeholders including the board of directors, and builds on their operational vision and growth strategy.



The Board of Director's Workshop



Showing Main Entry to Lodge/Hotel Facility



## WORK PRODUCT SAMPLES

### Lodge Vision:

*"Our vision of the lodge is a series of flexible spaces made of natural materials, flooded by natural light, with a strong connection to nature from within."*

### Entry Vision:

*"Our successful entry is a place that is efficient, welcoming, and safe, with clear signage and wayfinding. The entry should contain buildings with complimentary functions, ample and hidden parking, and appropriate landscaping to help set the tone for the camp upon arrival."*

### Project Elements:

- Existing Conditions Analysis
- Utilities Analysis
- Programming
- Alternative Analysis
- Energy Modeling
- Master Plan
- Camp Vision and Principles
- Public Engagement (including 14 workshops, with interviews, presentations, and focus groups)
- Two Customer Concept Documents



## WORK PRODUCT SAMPLES

# Dublin, California

## Parks RFTA Training Center, Customer Concept Document

The UC developed a customer concept document for a new Reserve Center for the Marine Forces Reserve Command in Dublin, California. The report outlines a **comprehensive set of program requirements** for the design and construction of a new Marine Corps Forces Reserve Training Center at Parks Reserve Forces Training Area.

The Parks RFTA Training Center, customer concept document includes a conceptual **site plan linked to an existing master plan**, conceptual **floor plans** and **elevations** were **linked to the Installation Design Guide** and **master plan design standards**, conceptual **building sections**, a **systems narrative**, and a conceptual **cost estimate**.

The report also includes a **detailed program table**, a **summary of the vision and planning patterns** for the facility, and **renderings** of the facility. In addition, an **energy model of the proposed project identifies a path towards net-zero energy**.

The customer concept document enables the installation and MARFORRES to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements.

The plan **establishes a planning framework** for the facilities, and **will reduce the design time, limit design changes**, and **conserve design funds**.

### Project Reference:

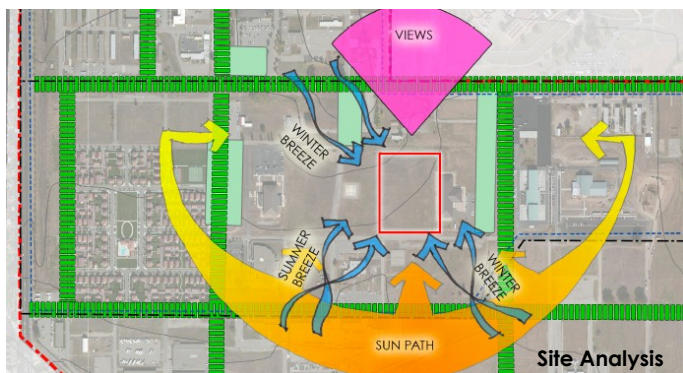
Ms. Cyndi Skinner  
cynthia.a.skinner.civ@mail.mil  
503.570.1536

### Project Elements:

- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- LEED Analysis
- Conceptual Floor Plans, Elevations, Sections



Above: East and West Elevations



## WORK PRODUCT SAMPLES

# Alexandria, Louisiana

## Joint Operations Center, Customer Concept Document

This Customer Concept Document outlines a **comprehensive set of program requirements** for the design and construction of a new Joint Operations Center at Fort Polk.

A customer concept document includes a **conceptual site plan linked to the installation's Master Plan**, conceptual **floor plans for each floor linked to the Facility Standards**, conceptual **elevations for each side of the building linked to the Vision Plan**, conceptual **building sections, a systems narrative, and a conceptual cost estimate**. All of these elements are created at the planning level.

The report includes a **detailed program table**, a summary of the vision and planning patterns for the facility, and renderings of the facility. In addition, an energy model of the proposed project **identifies a path for energy efficiency**. A capital construction and design budget estimate based upon the architectural drawings, enable decision makers to plan for funding. These are all conceptual planning documents only and are not to be used for construction.

**This customer concept document will enable the client to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements.** It establishes a planning framework for the facility, and will reduce the design time, limit design changes, and conserve design funds.

### Project Reference:

Mr. Joey Ball  
joey.b.ball@usace.army.mil  
817.886.1878

### Project Elements:

- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- Energy Modeling
- Conceptual Floor Plans, Elevations, Sections



Ground Perspective



Bird's-Eye Perspective

# PROJECT COST

## Project Budget

<b>Community Facilities Study Tasks</b>	<b>Total Cost</b>	<b>Total Hours</b>
Stakeholder Interviews and Engagement	\$1,050.00	15
Conceptual Plans Development	\$12,650.00	235
Public Community Workshop	\$2,200.00	32
Summary Planning Document and Cost Estimate	\$7,900.00	133
Meetings and Presentations	\$700.00	10
<b>Total Burdened Labor Cost</b>	<b>\$24,500.00</b>	
Travel, Printing, & Other Direct Costs	\$390.00	
<b>TOTALS</b>	<b>\$24,890.00</b>	<b>425</b>

## Assumptions

1. The City of Lowell will provide background information, maps, and other technical knowledge.
2. The City of Lowell will be responsible for printing all draft and final deliverables other than materials used during meetings.
3. In-person meetings include two steering committee meetings, one public community workshop, and one City Council presentation.
4. The City of Lowell will coordinate outreach and public communication.

## Hourly Rates and Estimated Hours for Each Team Member

<b>Position</b>	<b>Estimated Hours</b>	<b>Fully Burdened Hourly Rates</b>
Senior Architect	13	\$150
Project Manager	75	\$90
Senior Planner	14	\$90
Architectural Designer	162	\$50
Assistant Planner	161	\$40

## ADDITIONAL SERVICES

The Urban Collaborative has the capability to provide final design construction documents and specifications, energy modeling, LEED certification assistance (Neighborhood Development, Building Design and Construction, Interior Design and Construction), additional renderings and physical model making, construction administration, bid management, owners rep services, value engineering, design management if another firm is selected for the final design.

For example, the Urban Collaborative can assist the city to identify a team to prepare the construction drawings and coordinate that process. Additionally, we can assist the city to identify a contractor team to build the project using a design-bid-build or design-bid approach and serve as the Owner's Representative through the entire process. We can help manage the financing process as well.

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December January 12, 2019  
**SUBJECT:** 2019 City Council Meeting Calendar

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

A copy of the proposed 2019 City Council Meeting Calendar is attached for review. The second meeting in December is proposed to be cancelled to allow staff and councilors time for holiday arrangements. Meetings are proposed to be held at Lowell City Hall, except for the December meeting, which is proposed for the PDC at Lundy Elementary to accommodate my evaluation. The approved calendar will be posted on the City website.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

1. Motion to approve the 2019 City Council Meeting Calendar, as presented.
2. Motion to approve the 2019 City Council Meeting Calendar, as amended.

**RECOMMENDATION:**

Motion to approve the 2019 City Council Meeting Calendar, as presented.

**ATTACHMENTS:**

1. 2019 City Council Meeting Calendar

**January 15, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**February 5, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**February 19, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**March 5, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**March 19, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**April 2, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**April 16, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**May 7, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**May 21, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**June 4, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**June 18, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**July 2, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**July 16, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**August 6, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**August 20, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**September 3, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**September 17, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**October 1, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**October 15, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**November 5, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Work Session -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**November 19, 2019**

Tuesday

7:00 PM - 9:00 PM

City Council Meeting -- Lowell City Hall, 107 East Third Street, Lowell, OR 97452

**December 3, 2019**

Tuesday

5:30 PM - 9:00 PM

Lowell City Council Executive Session, Work Session, and Regular Meeting -- Professional Development Center, Lundy Elementary School, 45 South Moss Street, Lowell, OR 97452



**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Ford Family Foundation Grant

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

The Ford Family Foundation has awarded the City a \$5,000 grant to hire Rural Development Initiatives (RDI) for Small Business Organizational Assistance. If approved, RDI will engage stakeholders in Lowell, Fall Creek, Dexter and Pleasant Hill to: 1) determine if there is a need for an economic development organization and, if desired, 2) develop a plan for creating a sustainable economic development organization.

**FISCAL IMPACT:**

Match in the amount of \$500 is available for the project. RDI is also providing \$1,500 in grant assistance.

**COURSES OF ACTION:**

1. Motion to approve the grant agreement for Small Business Organizational Assistance with The Ford Family Foundation and authorize the City Administrator to sign the agreement.
2. No action.

**RECOMMENDATION:**

Motion to approve the grant agreement for Small Business Organizational Assistance with The Ford Family Foundation and authorize the City Administrator to sign the agreement.

**ATTACHMENTS:**

1. The Ford Family Foundation Grant Agreement
2. Rural Development Initiatives Project Proposal

**THE FORD FAMILY FOUNDATION**  
**1600 NW Stewart Parkway, Roseburg, OR 97471**

**Grant Agreement**

**GRANTEE:** City of Lowell  
PO BOX 490  
Lowell, OR 97452

**GRANT ID:** 20180762

**GRANT AMOUNT:** \$5,000.00

**PROJECT TITLE:** Economic Development Project – Lowell, Dexter, Pleasant Hill, Fall Creek

**GRANT PERIOD:** 3 months, January 1, 2019 to March 31, 2019

**A. Requirements**

1. This grant is made subject to the condition that the entire amount will be expended for the purposes stated above and substantially in the manner described in the materials you have provided to the Foundation. Grant funds shall not be used for, or charged to grant development or management costs or other “overhead or administrative” charges unless explicitly approved by the Foundation. Grant funds shall not be used for or to carry out propaganda, or otherwise to attempt to influence legislation within the meaning of Internal Revenue Code § 4945(d)(1) and the corresponding Treasury Regulations.
2. Foundation approval must be obtained for any modification of the objectives, use of expenditures or the agreed time period of the project for which grant funds have been awarded.
3. The Foundation must be promptly notified about any of the following during the grant period: change in primary contact and key personnel of the project or organization; change in address or phone number; change in name of organization; or any development that significantly affects the operation of the project or the organization.
4. The Grantee will provide the Foundation with the project report(s) and evaluation(s) described in Section D. Project Reports and Evaluations of this Agreement. The primary contact will be responsible for completing all reporting requirements; our records indicate that **Mr. Jared Cobb** is the primary contact for this grant.
5. The Grantee will abide by all provisions of this Agreement and will keep adequate supporting records to document the expenditure of funds and the activities supported by these funds.
6. If the Grantee fails or becomes unable for any reason in the opinion of the Foundation to perform the specific project within the specified Grant Period, unless extended by the Foundation; or if conditions arise that make the project untenable; or if Grantee materially breaches this Agreement, all grant funds that may be deemed unearned, unjustified or inappropriately expended must be returned to or withheld by The Ford Family Foundation. The Foundation maintains the right to nullify the grant in such circumstances.

**B. Payment**

1. Once the signed Agreement is received by the Foundation the grant check(s) will be released as follows:

2/15/2019	\$5,000.00	Contingent
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2. Grant payments are contingent upon the Grantee conducting the program or project to the Foundation's reasonable satisfaction within the time specified (see A.6.) and for the specific use as outlined in section H. of this Agreement.

### **C. Unexpended Funds**

If the funds have not been completely expended at the end of the grant period the Grantee agrees to immediately notify the Foundation and provide a statement of the balance. The Foundation may request a plan for using the remaining funds. The Grantee should not return funds without consultation with the Foundation. The Foundation will approve or disapprove Grantee's plan in writing. Unexpended funds, which must be returned to the Foundation, shall be refunded pursuant to the Foundation's instructions.

### **D. Reports and Evaluations**

The Foundation and Grantee need certain data to properly evaluate the progress, success and the impact made by this grant. During the grant period Grantee will be required to submit to the Foundation specific reports which may include interim progress, financial, annual and/or a final report. Grantee is required to access the reports through the online account.

### **E. IRS Status**

It is the understanding of the Foundation that the Grantee organization has obtained a determination from the Internal Revenue Service that it qualifies as a section 501(c)(3) organization or that it is a governmental unit described in Section 170(c)(1) of the Internal Revenue code. Grantee is classified as not a private foundation under Section 509(a) of the Code. **If there is any change in the Grantee's status or classification, the Grantee must promptly notify the Foundation.** In the event of loss of tax exempt status under Federal laws, any unspent funds must be returned to the Foundation.

### **F. Publicity**

If the Grantee wishes to publicize the grant, the Foundation requests that the focus be on the project and the Grantee without calling unnecessary attention to the Foundation. We prefer being mentioned in conjunction with other donors, and do not require any special recognition. Please see attached policy on how to publicize the grant.

### **G. Legal, Ethical and Responsible Conduct**

The Ford Family Foundation expects all Grantees to maintain the highest standards of behavior at all times with priority on individual and community safety, obeying the law, managing finances with integrity, treating others with respect, accurately representing information, maintaining academic honesty and respecting intellectual property rights and protecting youth and the vulnerable. At its sole discretion, the Foundation may revoke a grant award to a Grantee observed engaging in any of the following prohibited behaviors:

- Discrimination based on race, color, gender, religion, marital status, national origin, sexual orientation, political affiliation, age or any other characteristic protected under federal or state law.
- Serious violations of federal, state, or local law
- Physical, verbal or sexual abuse or harassment
- Neglect of the needs of children, youth or vulnerable populations
- Misrepresentation of information

**H. Special Conditions**

These funds are for Economic Development Project – Lowell, Dexter, Pleasant Hill, Fall Creek as set forth in the proposal submitted to the Foundation on October 31, 2018, which was approved by the Foundation on January 7, 2019, and are contingent on the following:

- 1/15/2019 Signed Grant Agreement Release of funds contingent on receipt of signed Agreement
- 5/31/2019 Technical Assistance Final Report

If this document correctly sets forth your understanding of the terms of this grant, please countersign this Agreement and return all pages of the original document to The Ford Family Foundation.

**The Ford Family Foundation**

**City of Lowell**



Anne C. Kubisch  
President

**By:**

\_\_\_\_\_

**Name:** Jared Cobb

\_\_\_\_\_

**Title:** \_\_\_\_\_

**Publicizing an Award from The Ford Family Foundation**

The Ford Family Foundation encourages non-profit organizations to raise public awareness about their work. The Foundation does not seek public recognition. However, we understand that receiving funds from a foundation adds legitimacy to your work and provides a newsworthy opportunity to raise awareness about what you do. We encourage you to publicize your award, grant or fellowship as long as you characterize the award as it appears in your grant or fellowship agreement.

We request that the focus be on the project and/or your non-profit organization without calling attention to the Foundation. We prefer being mentioned in conjunction with other donors; we do not require any special recognition.

Please note that The Ford Family Foundation was created by the personal philanthropy of Kenneth W. Ford and Hallie E. Ford and is not connected with Roseburg Forest Products Co. Also note that "The" is capitalized in our name. To describe the Foundation in your media publicity, you can use this statement:

The Ford Family Foundation was established in 1957 by Kenneth W. and Hallie E. Ford. Its mission is "successful citizens and vital rural communities" in Oregon and Siskiyou County, California. The Foundation is located in Roseburg, Oregon, with a Scholarship office in Eugene.

**Press Releases / Approval**

Please send a draft of your press release to your Foundation program officer who will review it, and then he or she will forward it to the Foundation's communications director for approval.

**Use of The Ford Family Foundation Logo / Approval**

The Ford Family Foundation logo is available for use on printed and electronic material (such as newsletters, reports, programs, web pages — also see "Inappropriate Use of Logo" below). The logo should be used in its entirety according to The Ford Family Foundation Style Guide. Depiction of the Foundation logo should be small and discreet.

Please send a draft to your Foundation program officer who will review the material, and then he or she will forward it to the Foundation's communications director for approval.

**How to Obtain The Ford Family Foundation Logo**

To obtain the logo and the Style Guide, send a request to your Foundation program officer. He or she will review the request, and then he or she will forward the request to the Foundation's communications director for action. The logo is available in two formats: .eps, .jpg (color and B&W).

**Inappropriate Use of The Ford Family Foundation Logo / Name**

The Ford Family Foundation logo and name are not allowed on exterior signage, banners, billboards or vehicles. If in doubt, please contact your Foundation program officer.

**Naming Rights**

Our Founders' names (Kenneth Ford, Hallie Ford, Ford Family) cannot be used without Board and Family approval (for example, naming a room, building, facility or program).



April 17, 2018

Amended: July 11, 2018

TO: Jared Cobb, City Administrator  
City of Lowell, Oregon

FROM: Michael Held, Director of Rural Economic & Policy Services  
Mary Bosch, Senior Project Manager – Economic Vitality

RE: Proposal for Small Business Organizational Assistance

In follow up to our recent conversation about ways to encourage a business network in the Lowell area, this proposal outlines a straightforward approach for your consideration. It focuses on hearing from the business community, defining their needs and interests and the best fit in terms of an organization or network. It does not include implementation steps. This work can be completed in 8-10 weeks from the start. Once we agree on the approach, we will put together a budget.

### **Background and Purpose**

- Lowell, Dexter, Pleasant Hill and Fall Creek exist as an interdependent cluster of communities along the Highway 58 spine, sharing school and fire districts among other services.
- The business base is small with Pleasant Hill and Lowell having the greatest concentrations.
- No chamber of commerce or other similar organization exists for business networking, entrepreneur support and development or business assistance. RAIN and Lane County have provided some services. Lowell has an Economic Development Committee that serves as an advisory group to the City and is interested in business marketing and support.
- The City of Lowell reached out to RDI to request assistance with 1. Determining the needs of local small businesses to help them remain vital and expand; and 2. Identifying the appropriate, best suited business network or organization (chamber of other) to provide a way for businesses to connect to and support each other and the residents/visitors they serve

### **SCOPE OF WORK**

We've outlined a 3-Phase Scope of Work to explore the formation of a local business organization in the Lowell area.

1. Business Listening

- Engage with key members of the Economic Development Committee (EDC) to ensure their support for the approach outlined below and to secure their help in connecting to local businesses.
- This phase includes outreach to the Lowell area business community (about 40 including key home based businesses) through small group meetings in each community and interviews to ask about needs and interests. Assume approximately three meetings.
- RDI will organize the process but will depend on local contacts for introductions to and some PR assistance to create awareness and participation by businesses.
- Synthesize and summarize the results of this work will provide direction for moving forward.

Sample draft questions include:

- What does your business need from a business organization? (e.g., connect to customers, connect to businesses, technical assistance and training, promote the Lowell area business community, organize events to promote community, shop local campaigns, connect to resources, etc?)
- What type of organization would you be interested in joining and participating in? (e.g., Marketing, Networking, Tourism, Business Attraction, Learning, etc.)
- What is the most important value/outcome you'd like to receive to make your participation worthwhile?
- What would it take for you to make time to participate in a new network? Specifically, what types of 'get togethers' or services would be useful to you?
- What is your interest in participating at the ground level in a new organization?
- What's the best way to reach you?

2. Research Examples of Success

- Identify up to five case studies of how small towns are adapting to a changing business market with new iterations of old business networking models. E.g. Young Entrepreneurs and Professional Society of Umpqua Valley, Business Meet-up groups, Pub Talks, etc.
- Identify any best practices to guide a new organization, structure and approach given the limited local capacity of Lowell area.

3. Get Organized

- Summarize learning from Phases 1 and 2 in short report and PowerPoint presentation.
- Identify and map out one or more new organization models that appear to be a fit with the Lowell area business community.
- Pull together a small local core team who can serve as sounding board and launch group for next steps. Layout group purpose, leadership, structure, goals and actions for near future.

It is anticipated that a total of 4 trips are needed to Lowell/nearby communities to complete this assignment.

**BUDGET**

The total budget for the work outlined above is \$7,000 inclusive of all expenses. A proposed breakdown of funding sources is as follows:

\$5,000 – The Ford Family Foundation Technical Assistance Grant

\$1,500 – RDI Business Retention/Expansion Program

\$500—City of Lowell



**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** January 12, 2019  
**SUBJECT:** Memorandum of Understanding  
Rural Development Initiatives

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

**SUMMARY:**

This item is related to the preceding agenda item. The Ford Family Foundation has awarded the City a \$5,000 grant to hire Rural Development Initiatives (RDI) for Small Business Organizational Assistance. Staff is awaiting an MOU from RDI for the City Council to review and consider.

**FISCAL IMPACT:**

The Ford Family Foundation has provided \$5,000, RDI provided \$1,500, and the City would match \$500.

**COURSES OF ACTION:**

1. Motion to approve the Memorandum of Understanding with Rural Development Initiatives for Small Business Organizational Assistance in an amount not to exceed \$5,500.
2. No action.

**RECOMMENDATION:**

Motion to approve the Memorandum of Understanding with Rural Development Initiatives for Small Business Organizational Assistance in an amount not to exceed \$5,500.

**ATTACHMENTS:**

1. Memorandum of Understanding (to be attached)



**Memorandum of Understanding  
Between Rural Development Initiatives, Inc. (RDI)  
And  
City of Lowell**

This agreement is entered into by both parties with the understanding that RDI will perform the services described under Section A and will be compensated by City of Lowell as described in Section B.

**Section A  
Scope of Work and Time Line**

RDI will deliver Small Business Organizational Assistance to the City of Lowell between February 1, 2019 and April 30, 2019.

See Attachment A for a detailed scope of work.

**Section B  
Compensation**

RDI's fee to complete the scope of work will be \$5,500.00. (A thirty party is funding the remaining \$1,500 cost.)

RDI will submit an invoice for 50% payment upon execution of this contract and the remaining 50% at completion of the contract.

**Acceptance**

The following signatures indicate agreement to the terms as outlined above.

\_\_\_\_\_  
Signature  
Heidi Khokhar, Executive Director  
Rural Development Initiatives  
150 Shelton-McMurphey Blvd, Ste 201  
Eugene, OR 97401

\_\_\_\_\_  
Signature  
Jared Cobb, City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452

Dated \_\_\_\_\_

Dated \_\_\_\_\_

## Attachment A

3-Phase Scope of Work to explore the formation of a local business organization in the Lowell area.

### 1. Business Listening

- a. Engage with key members of the Economic Development Committee (EDC) to ensure their support for the approach outlined below and to secure their help in connecting to local businesses.
- b. This phase includes outreach to the Lowell area business community (about 40 including key home based businesses) through small group meetings in each community and interviews to ask about needs and interests. Assume approximately three meetings.
- c. RDI will organize the process but will depend on local contacts for introductions to and some PR assistance to create awareness and participation by businesses.
- d. Synthesize and summarize the results of this work will provide direction for moving forward.

#### Sample draft questions include:

- ❖ What does your business need from a business organization? (e.g., connect to customers, connect to businesses, technical assistance and training, promote the Lowell area business community, organize events to promote community, shop local campaigns, connect to resources, etc?)
- ❖ What type of organization would you be interested in joining and participating in? (e.g., Marketing, Networking, Tourism, Business Attraction, Learning, etc.)
- ❖ What is the most important value/outcome you would like to receive to make your participation worthwhile?
- ❖ What would it take, for you to make time to participate in a new network? Specifically, what types of “get togethers” or services would be useful to you?
- ❖ What is your interest in participating at the ground level in a new organization?
- ❖ What is the best way to reach you?

### 2. Research Examples of Success

- a. Identify up to five case studies of how small towns are adapting to a changing business market with new iterations of old business networking models. E.g. Young Entrepreneurs and Professional Society of Umpqua Valley, Business Meet-up groups, Pub Talks, etc.
- b. Identify any best practices to guide a new organization, structure and approach given the limited local capacity of Lowell area.

### 3. Get Organized

- a. Summarize learning from Phases 1 and 2 in short report and PowerPoint presentation.
- b. Identify and map out one or more new organization models that appear to be a fit with the Lowell area business community.
- c. Pull together a small local core team who can serve as sounding board and launch group for next steps. Layout group purpose, leadership, structure, goals and actions for near future.

It is anticipated that a total of four trips are needed to Lowell/nearby communities to complete this assignment.